Fundraising activities at Presbyterian Ladies' College serve one of the following purposes:

1. Raising of funds for approved School Service programmes - these programmes are coordinated through the Community and Service Learning Office. All fundraising events require written application (two weeks prior) to ensure venue, equipment, float and dates are co-ordinated. **Fundraising Application Form**
2. Raising of funds to support the service component of School Tours. Fundraising is not to cover tour costs including equipment or clothing.
3. Fundraising by Presbyterian Ladies' College Parent Support Groups and Old Collegians be approved through Community Relations.

Selling chocolates/sweets etc on campus and surrounds for fundraising purposes (eg local clubs, voluntary organisations) is excluded because:

- A proliferation of personal/sports team/special group fundraising potentially detracts from approved Service programmes.
- Students who are observed to be possessing sums of money have become targets of theft.
- Presbyterian Ladies' College is offering healthy options through the cafeteria, chocolate/lolly selling runs counter to the policy of healthy life styles.
- No nuts or soft drinks to be involved.

**House Advisors/Tutor Guidelines for running Fundraising Event**

1. The House Advisor/Tutor is responsible for the planning, organising and completion of the event.
2. Ensure event is cleared and cleaned and all equipment returned. No class time is to be missed.
3. **Payment to Charity:**
   
   Amy Jorgensen, Student Services Administration, will notify the House Tutor/Staff member of the final amount raised and will organise the cheque with the Accounts Department and the accompanying letter to the Charity involved.

   If the students would like to contribute personal letters please advise.
4. **Advertising**

   Purpose of fundraiser must be clearly stated on posters.

   Please ensure all advertising posters are approved through Student Services prior to display.

   All posters must be displayed only on noticeboards and taken down upon completion of event.
5. **Item Storage on the Day of Event:**

   Nut free food items may be left at Student Services, Middle or Senior School receptions at the beginning of the day and collected shortly before your event. Please avoid making goods to sell that require refrigeration as the school has no space for this.
6. **BBQ:**

   If using a BBQ, House Advisors/Tutors must ensure it is hygienically clean before returning to class. (Tongs/scraper can be collected with float from Student Services).
7. **Raffle:**

   Please provide raffle books and prizes and ensure it is run and drawn within 5 days. Please advise Student Services Administration of the winner, and they will notify the whole school via email at the conclusion of the event.

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has."

Margaret Mead