



# Charity Policy

## Policy Details

| Legal Status  | Adopted      | Version Date  | Last Review | Next Review | Responsible  |
|---------------|--------------|---------------|-------------|-------------|--------------|
| Non-Statutory | 5 March 2014 | February 2014 | N/A         | June 2017   | D McLaughlin |

## Related Documents and Location

1. School Improvement Plan 2012-2015 - Website and Private Folders

## 1. Rationale

In keeping with our Catholic ethos, Our Lady and St Patrick's College, Knock is committed to helping others, particularly in times of need. We recognise the importance of fund-raising to enhance and enrich the school learning environment and in promoting students' involvement in the local, national and international communities. In line with the College's Mission Statement, fund-raising provides students with the opportunity to work together as "a supportive Christian community", "to play an active and responsible role in society" and "to use their talents for the service of others".

## 2. Aims

1. To enhance and enrich the school learning environment.
2. To provide students with the opportunity to work together as a supportive Christian and Catholic community.
3. To promote initiative and leadership skills within the student body.
4. To encourage students to play an active and responsible role in society.
5. To promote the use of students' talents for the service of others.

## 3. Roles and Responsibilities

Mrs McCarthy (Charity Coordinator) is responsible for coordinating College fund-raising activities. All students and staff are encouraged to participate in College events, taking a lead role where appropriate. Tutors have a particular responsibility for working with their respective tutor group to promote major annual fund-raising events.

## 4. Charity Events

The College promotes three major\* annual fund-raising events which involve the majority of the student body. These charities are given priority and it is expected that no other fund-raising events should be arranged during these key times. The College is also committed to assisting others in the event of a major international disaster by holding a one-off collection. Charities should be chosen which are shown to spend as little as possible on administration with the vast percentage of funds raised going directly on action.

| Month             | Event                              | Charity                          |
|-------------------|------------------------------------|----------------------------------|
| September/October | Minor events                       | Habitat for Humanity             |
| October           | Junior School Sponsored Walk*      | Fr Tony Coney, Peru              |
| November/December | Christmas Hampers/Non-uniform Day* | St Vincent de Paul               |
| December          | The Justice Group (Candy Canes)    | Charity chosen based on campaign |
| March/April       | Lenten Campaign/Non-uniform Day*   | Trócaire                         |
| May               | Belfast Marathon                   | Special Olympics Ireland         |

Other minor fund-raising events may take place in September, January, February or May and will be limited to supporting a maximum of three approved charities.

## 5. Organising an Event

Staff and students are required to liaise with Mrs McCarthy well in advance of any proposed fund-raising event. Initial information should include details of the proposed activity and the name of the charity which will benefit from any funds raised. Care must be taken to ensure that nominated charities use funds in keeping with the College's ethos, mission statement and aims. When an event has been approved by Mrs

McCarthy and Miss McLaughlin (Vice Principal), the teacher-in-charge should organise adult supervision of all fund-raising activities and liaise with the Bursar and Interserve FM to book accommodation, transport, etc. After the event, the teacher-in-charge should promptly inform Mrs McCarthy of the proceeds raised and forward these to the respective charity via the Bursar's Office. Collected funds must be accurately recorded, accounted for and kept securely under lock at all times. Events should be publicized via the College website and Communiqué.

## **6. Annual Report**

In September, an annual report on College fund-raising activities for each academic year will be compiled by Mrs McCarthy (Charity Coordinator) and forwarded to Mr Mullan for inclusion in the Annual Report to Parents.