



*Villa Maria College*

LEARN TO PRIZE WHAT IS OF VALUE

# Villa Maria College

## HANDBOOK FOR RAISING FUNDS

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## Part A: Fundraising at Villa Maria College



## **Part A: Fundraising at Villa Maria College**

As no allowance is made by the Government for co-curricular funding in Colleges, fundraising is an important aspect of many Villa Maria College (**the College**) groups. This handbook aims to be of assistance by outlining the procedures required to raise funds both within the College community and from external Trusts.

The College guidelines for fundraising are on pages 5-9.

### **What is fundraising?**

Fundraising activity is defined as any form of revenue gathering for the College other than that gathered by fees for service and accepted hire. This includes, but is not limited to:-

- a) Pub Charities
  - b) Trusts
  - c) Charitable organisations (e.g. Rotary Clubs)
  - d) Events (such as auctions and dinners)
  - e) Sponsorship (in cash or in kind)
  - f) Merchandising
  - g) Capital Gift Campaigns
  - h) Bequests
- a) to e) are covered in this publication. If you have questions regarding any of the topics e) to h) please contact the Development Manager.

### **Who may fundraise at Villa Maria College?**

Only groups or individuals representing the College may fundraise within the College. This means that individual students involved in a group/team which has no connection with the College may not sell tickets or goods at the College to raise money for that cause, unless this is related to the College's Special Character.

### **Fundraising as part of Villa Maria College's Special Character**

Each year students raise funds as a part of their Special Character Groups e.g. Ako Groups, Mercy Action groups. This money is sent to worthy causes outside of the College. This fundraising is co-ordinated by the Assistant Principal, Director of Religious Studies and the Executive Officer, although their activities are to be recorded on the College Fundraising Calendar, the procedures involved will differ from the general fundraising covered in this handbook.

Funds raised each year go to:

- Caritas
- Our sister school in Tonga - Takuilau College
- Other worthy causes considered on a case by case basis.

## **Villa Maria College Fundraising Guidelines**

### **Definition:**

Fundraising is defined as any activity by which people or organisations are encouraged to make cash payment or donation to the College community.

Fundraising does not include attendance dues, Proprietors' Contribution, building fund, activity fees, College donation or the normal charges made for goods and services provided by the College.

### **Rationale:**

Subject to the paramount importance of the Special Character of the College, as outlined in the Integration agreement, and the need to protect, maintain, promote and foster that special character, the Villa Maria College Board of Trustees supports the raising of funds by pupils, parents and or staff of the College for the purposes of:

- enhancing the education of the pupils of the College
- improving the environment or facilities of the College or
- for any other purposes that will enable the College, staff or pupils to realise the aims contained in the charter.

### **Purpose:**

The purpose of these guidelines is to ensure that fund raising is supported as an essential component of College finance, that it is regulated and controlled for the benefit of the College community, and that the rights, welfare and privacy of pupils, staff and the community are safeguarded in the course of fundraising ventures.

### **Types of Fundraising:**

- Donation – Involves no service or prize to the giver. (e.g. collections, mufti days, donation boxes etc)
- Chance – Involves many donors, with a small number receiving a prize as an incentive to donate. (e.g. raffles)
- Sponsorship – The College benefits financially by providing publicity or market access.
- Service – Involves providing goods or services in exchange for payment, with the payment (less expenses) providing the funds raised (e.g. car cleaning, catering, healthy food promotions or stalls, cake stalls, movie shows, etc.)
- Function – Includes more major projects (e.g. fairs, casino evenings, quiz nights, etc.)

### **Purpose of Fundraising:**

- Charity – Funds assist welfare, educational or religious organisations, either in New Zealand or overseas, whose aims are consistent with our mission statement.
- Facilities – Funds provide amenities for the use of pupils or staff which are for the educational, spiritual or social benefit of the pupils in general.
- Merit Support – Funds assist a team, group or individual who have excelled in a College based activity to compete at a regional, national or international level under the auspices of the College.
- Choice Support – Funds assist a team, group or individual who have volunteered to participate in a College based activity which involves travel or other expenses.
- External – An outside organisation targets the College community in their fund raising activity, for which the College receives benefit or reward.

### **Sources of Funds:**

- Target – Funds are received from a specific source, e.g. sponsorship (please refer to page 24), commercial tasks, press inserts, pamphlets folding, etc.
- General – Contributions are accepted from anyone, including parents, pupils and the public at large.
- Family – Parents, pupils and friends of the College are asked to contribute.
- Pupils – Only the pupils are asked to contribute.

In devising a fund raising strategy, the order of these sources should be viewed as an implied order of preference.

### **Banking of Funds Raised:**

All funds raised MUST be banked into the College bank account. Under no circumstances are any bank accounts to be established and used to bank monies raised for College sports / cultural / other fundraising projects.

### **Board Guidelines:**

1. No fund raising activity may take place without the specific approval of the Development Manager and either the Principal or Deputy Principal.
2. The Principal or Deputy Principal has or may delegate the responsibility to ensure that fund raising activities are co-ordinated.
3. Because the level of fund raising must be regulated, some requests for permission may be declined at the Principal's discretion. This must not under any circumstances be interpreted as support or lack of support for any venture or activity.

4. Fund raising must always be carried out in a manner that enhances the standing of the College within the community.
5. Fundraising that extends well beyond the immediate College community and draws in monies from sources other than College families is our preference.
6. Faith based pursuits like Mission trips or World Youth Day groups are allowed to run two College based fundraisers over a period of 12 months.
7. Other groups are permitted to run one College based fundraiser over a 12-month period.
8. Due to the higher chance of grants from trusts and foundations, sports teams are generally excluded from fundraising at school, as is the current practice. However, in exceptional circumstances where grants were not received, fundraising requests from sports teams will be considered.
9. Personal Pursuits Fundraising - We honour and celebrate girls' success in pursuits outside of College activities. In terms of girls fundraising for help with their personal pursuits, but not representing the College, we will commit to putting an advert in the Parent Notices. Direct canvassing of funds around the College for such pursuits is not allowed.

### **Fundraising for Teams**

The team/group fundraising is for the whole group; should an individual withdraw, the money earned through fundraising remains in the general fund. Deposits for airfares may not be able to be refunded.

Therefore, except in exceptional circumstances, there are no refunds to individuals from group or team fundraising events.

### **Faith-Based Events**

Faith-based pursuits like Mission trips or World Youth Day groups are allowed to run two College based fundraisers over a period of 12 months.

### **Overseas Trips**

#### **Fundraising**

From time to time College students are offered the opportunity to participate in an overseas trip for a variety of reasons including: language studies, cultural trips (choir/orchestra), sports or religious events such as World Youth Day.

- Fundraising for these trips must be primarily self-funded away from the College.

#### **Trips that do not proceed**

If for some reason a planned trip does not proceed, the fundraised money has been asked for from the community and was never the students' personal property. Therefore, this money will be retained in an account for a group doing the same or similar activity/trip.

#### **Trips Proceed – Excess funds raised**

Any excess funds raised by a group for a trip (or the like), will be refunded back into each student's College account. The criteria for the refund will be for those students who have paid the initial costs of the trip as requested by the College.

## **Alcohol/Gambling and Fundraising Guidelines at Villa Maria College**

In developing these guidelines the Villa Maria College Board of Trustees has sought advice from the New Zealand Police and the Department of Internal Affairs. The legislative acts that inform this policy include the Sale & Supply of Alcohol Act 2012 and the Gambling Act 2003.

### **On-Selling Alcohol to Raise Funds**

The re-labelling of alcohol bottles to on-sell for a profit is not permitted at the College. The re-sale of alcohol, without a licence, for the intent of profit contravenes the Sale & Supply of Alcohol Act 2012. The Sisters of Mercy own the Villa Maria College brand which means the College Board of Trustees does not have authority to allow fundraising groups to utilise the brand in this way.

### **Spot Prizes or Lucky Seats**

In terms of the Gambling Act 2003, if a spot prize draw meets the requirements on the Internal Affairs fact sheet (see Appendix 3, Page 30), then it is not considered gambling and is permitted. Once it is established that the spot prize methods for your fundraising event meet the Gambling Act 2003, there is no issue with alcohol being used for spot prizes, provided the 'winner' is over 18 years of age and attendees are not specifically paying to enter into this draw.

### **Auctions or Silent Auctions**

Under the Sale & Supply of Alcohol Act 2012, if you auction off alcohol, it is deemed to be selling it. You need a licence to sell alcohol. The sale of alcohol for auctions, without a licence, contravenes the Sale & Supply of Alcohol Act 2012.

### **Raffles**

There are strict rules around the administration and compliance of raffles. Please read the Department of Internal Affairs document in Appendix 4, page 32.

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### **Prohibited Prizes for Raffles**

It is illegal to offer the following as prizes:

- A firearm, explosive (including ammunition), restricted weapon, or airgun
- Liquor
- Tobacco products
- A taonga tuturu (an object more than 50 years old that relates to Māori culture, history or society, and was manufactured, modified, used, or brought into New Zealand by Māori)
- Vouchers or entitlements to commercial sexual services
- Vouchers or entitlements to any of the other property listed above.

Second-hand goods and non-residential land can be offered as prizes.



## Quiz Nights

Quiz Nights are defined as 'Game of Skill' by the Internal Affairs Department. The rules around 'Game of Skill' state that we can allow alcohol as a prize.

"If the activity is a game of skill (e.g. Quiz Night) or one that does not involve participants paying an entry fee as such, then alcohol is not a prohibited prize."

Poni Lealofi | Senior Gambling Inspector | Licensing Unit  
The Department of Internal Affairs Te Tari Taiwhenua

## Quiz Nights at the College

- If Alcohol is to be served it must be held at a venue that holds an Alcohol Licence or an Alcohol Licence must be obtained by a member of the organising committee if it is held at any other venue
- Girls attending the event to help or participate, must do so with their parents if they are under 18
- Girls are not to be serving or drinking alcohol if they are under 18 unless the venue has a specific licence that allows under 18's to serve alcohol
- Prizes and raffles must adhere to the above regulations as per the Sale & Supply of Alcohol Act 2012 and the Gambling Act 2003.

## Why all the paperwork?

Documents like this can seem very threatening and it is tempting to say the process is too hard to follow. Inevitably there will be hiccups in the implementation stage but the aim is that everyone will know what is expected and having a process in place will mean a greater success rate in organizing fundraising activities and applying for funds.

**Our AIM is to maximise the success of fundraising for all groups.**

The Development Manager is happy to help with any queries you may have. The Development Manager's details are on page 36.

## Who will decide what can be applied for?

It is essential that fundraising activities and making applications for funds are co-ordinated to ensure all groups have equal access to funding bodies.

Applications for funding and fundraising activities will be screened by the Development Manager in the first instance, according to the criteria listed herein. If it is doubtful as to whether the application can proceed, the application will be forwarded to the Senior Leadership team for the final decision. If Senior Leadership cannot agree, the Principal may then refer the matter to the Villa Maria College Board of Trustees. In the event of an application being rejected, the Development Manager will state in writing why the application was not approved.

The Fundraising Review Group exists for the purpose of:

- Biennial reviewing the fundraising process and procedures
- Ensuring consultation with a wide variety of stakeholders
- Making full use of the existing funding expertise available

### Members of The Fundraising Review Group

Principal/Deputy Principal

Development Manager

Representatives from the Resource Management Committee including:

Executive Officer

Board of Trustees

Proprietor

Student Representative

The Fundraising Review Group will meet biennially in August as part of the College's annual planning cycle. Members of the Fundraising Review Group may be called to attend any extra-ordinary meetings as may be required from time to time.

If there are any fundraising matters on which the Fundraising Review Group cannot agree or reach decision, the matter will be taken to the Senior Leadership team, who may then refer the matter to the Board of Trustees.

## Plan Early

- Groups requiring funds should meet in **September each year** to decide:
  - what funding is required for the following year
  - what funds can be raised by subs and fundraising events
  - what additional funds are required from Trust applications
- The College budgets are set at this time of the year and it is helpful for planning purposes to know ahead of time what groups will require the following year.
- Please note: If any planned activities involve taking students away on a trip either within New Zealand or overseas, Board approval may be required. To obtain this please send your written request to the Principal who will table this at the appropriate Board meeting.



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## Part B: Grant Funding



## Part B: Applying for Grant Funding

### Making an Application to a Trust

- Allow plenty of time – the application process takes approximately 10 weeks.

### Some Points to Note:

- 1 If the College group requiring funds holds meetings, the application documentation requires that application for trust funds is approved within the minutes of the meeting.
- 2 If the group does not have meetings, the documentation supporting the application for trust funds must be signed by the person in charge plus the liaison teacher.
- 3 Sports group requests must be discussed with and signed by the Sports Director before submitting this information to the Development Manager.
- 4 Cultural and performing arts requests must be discussed with and signed by the teacher in charge before submitting this information to the Development Manager.

We encourage groups to plan well ahead so that the applications go in very early for events that might happen e.g. request for funds to cover going to National Championships in anticipation of qualifying at Regional Events. If the group/team does not qualify the trust funds would be returned in full.

If additional funding from **Trusts** is required, and before any contact is made with external funding source (e.g. Hotels, Charitable Trusts), requests are to be submitted to the Development Officer. A **“Request to Make an Application to a Trust”** form should be filled in (see page 15). The sample form included in this document may be photocopied.

### The Application Process

**1** Fill in a “Request to Make an Application to a Trust” form (see page 15). The grant must be for an amount above \$1,000.



**2** Each group will be required to supply the following information along with their request form:

- **Quotes:** two and in some instances, three quotes for the project costs. At times, three quotes are not possible, for example where the item is unique and there are only one or two suppliers. In this case please write a short explanatory note. Quotations must be originals on official company headed paper, signed, be addressed to a named contact, and be recent (within two months of the application being submitted). **All prices must be given excluding GST.**
- **Description:** a brief outline of what you need funding for and why? Trusts usually spend no more than 10 minutes on each application. They should know the amount you want, why you want it, and why it is important. It is also beneficial to be able to demonstrate that the group is fundraising toward the costs as this shows a commitment to the project.

- **Minutes:** a **signed** copy of your group's minutes if this is applicable (e.g. netball or rowing clubs or PTA) or other supporting evidence from your group such as the inclusion of a line from the teacher responsible for the group to this effect in the covering letter.
- **Covering letter:** addressed to the Resource Management Committee, from the group clearly requesting a **specific amount** (exclusive GST); stating the **specific purpose**; and explaining **why the cause should be supported**.
- **Official letter:** requesting the College's entry to a competition/event or giving details of the event, e.g. an official letter stating details of the date, place and organisers of the National Championships. This should be on the organising body's official letterhead.
- A copy of the group's accounts or budget may be requested by the Development Officer.



**3 The Development Manager will:**

- Complete the application form using the information each group supplies and will inform you if the application will cover a number of groups or just your group.
- Research and identify the most appropriate Trust to make application. Check this selection against past applications to ensure that any reapplications occur within acceptable time frames.
- Prepare a letter of Resolution and support for the Resource Committee and Board meetings.



**4** The application will be submitted to the monthly Resource Committee meetings and finally the Board of Trustee's, for sign off. Approved applications will then be sent to the Trust by the Development Officer at the end of the same month.



**5** Once purchases have been made, the Development Manager will manage all accountability issues. Groups should submit receipts and to the Development Manager within 30 days of the receipt of funds.

## **Trust Restrictions**

### **Most Trusts are unlikely to give money for:**

- overseas travel
- petrol costs
- sports coaching
- deposits already paid
- the entire cost of your project

It is expected that all groups will have to pay deposits ahead of receiving trust funds/grants and that they cannot claim for these.

We do expect that the girls will contribute something to each event and may well fundraise in other ways too. They cannot expect the trust funds to cover all costs and the general expectation is that fundraising will not exceed 50% of the total cost of the event/purchase cost.

### **Trusts will not give money for any purchase or project retrospectively:**

Monies granted by the Trust must **not** be spent prior to the approval of the grant. That is: funds cannot be applied for where the intention is to make the purchase or carry out the event subject to funding being approved.

For this reason, sufficient time (i.e. eight weeks minimum) must be allowed in planning for funding applications.

## Following up on Trust Grants (Accountability)

**It is important that a designated person within each group takes responsibility for ensuring that any money given by Trusts is spent according to the application. Also that:**

- 1) The money will go into a College holding account then transferred to the areas applied for.
- 2) The money must be spent within three months. If there is a problem with this timeframe please see the Development Officer who may be able to apply to the Trust for an extension of time.
- 3) When the money is received the Development Officer will send an acknowledgment slip to the Trust. Copies of the receipts showing the expenditure should be given to the Development Officer.
- 4) If the project did not cost as much as the group anticipated any remaining money will have to be given back to the Trust. In this case the Development Manager should be advised within three months of the funds being granted. To refund the Trust a cheque request form can be obtained from the Development Manager. Once this is signed by the Development Manager, Accounts Payable will raise the required cheque.
- 5) If the money is **not spent within the timeframe it will most likely have to be returned to the Trust**. If the group believes this is likely to happen they should contact the Development Officer and explain the problem before the timeframe for accountability expires.
- 6) The Resource Management Committee will not approve applications from any group which has failed to comply with the follow up requirements of previous grants.
- 7) If a Trust has given money to a project it is good practice to make this known to the parents and the wider community. This can be done in any publicity about the event or via an acknowledgement in "VMail" the College publication and College newsletters. The Development Manager will assist with press releases and ensure appropriate Trusts are mentioned in "VMail".

**Request to make an Application to a Trust**

**Request to make an Application to a Trust for Funds**

Who is co-ordinating this activity?

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

Email: \_\_\_\_\_

What is the total cost of the project? \$ \_\_\_\_\_ (GST exclusive)

How much do you wish to apply for? \$ \_\_\_\_\_ (GST exclusive)

How will the difference (if any) be funded?

What will the funds be used for?

\_\_\_\_\_  
\_\_\_\_\_

When is the money required?

\_\_\_\_\_  
\_\_\_\_\_

Do you have a specific contact you wish to use? (Please give details)

\_\_\_\_\_  
\_\_\_\_\_

What is the likely impact if funding is not available?

\_\_\_\_\_  
\_\_\_\_\_

Any other helpful, promotional or supporting information:





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## Part C: Fundraising Projects



## Part C: Undertaking a Fundraising Project

### Criteria for Approval of Fundraising Projects

All applications must supply the following information in order to meet the criteria for approval:

- Does the applying group have a **plan** in place for fundraising?
- Does the applying group have **written objectives** including what they want to achieve and what will be offered (eg: raffle price)?
- What is the **date** for the proposed fundraising activity?
- Does the proposed fundraising activity **breach copyrights or legalities** of any form?
- Does the proposed fundraising activity **fit within the policies** of the College? (See appendices for relevant policies)
- Does the proposed fundraising activity **support the vision and profile** of the College?
- Which **market group** is the proposed fundraising activity targeting for support? (eg: students of the College, parents, sports club members)
- Does the proposed fundraising activity **clash with other groups** carrying out **similar activity** within a similar timeframe?
- Does the proposed fundraising activity **clash with other fundraising** being undertaken at a **similar time** and to a similar market group?
- What **percentage of the actual project cost**, for which funds are being sought, does the fundraising group aim to raise?
- Does the proposed fundraising activity **approach existing sponsors/advertisers** for College general or other groups?
- Funds must be used for the purpose for which the group was formed - that is for the usual activities of the group (e.g. in the case of a sports group: training costs, equipment or travel costs to competitions)
- Any group trip requiring fundraising activity must first obtain the appropriate approval.

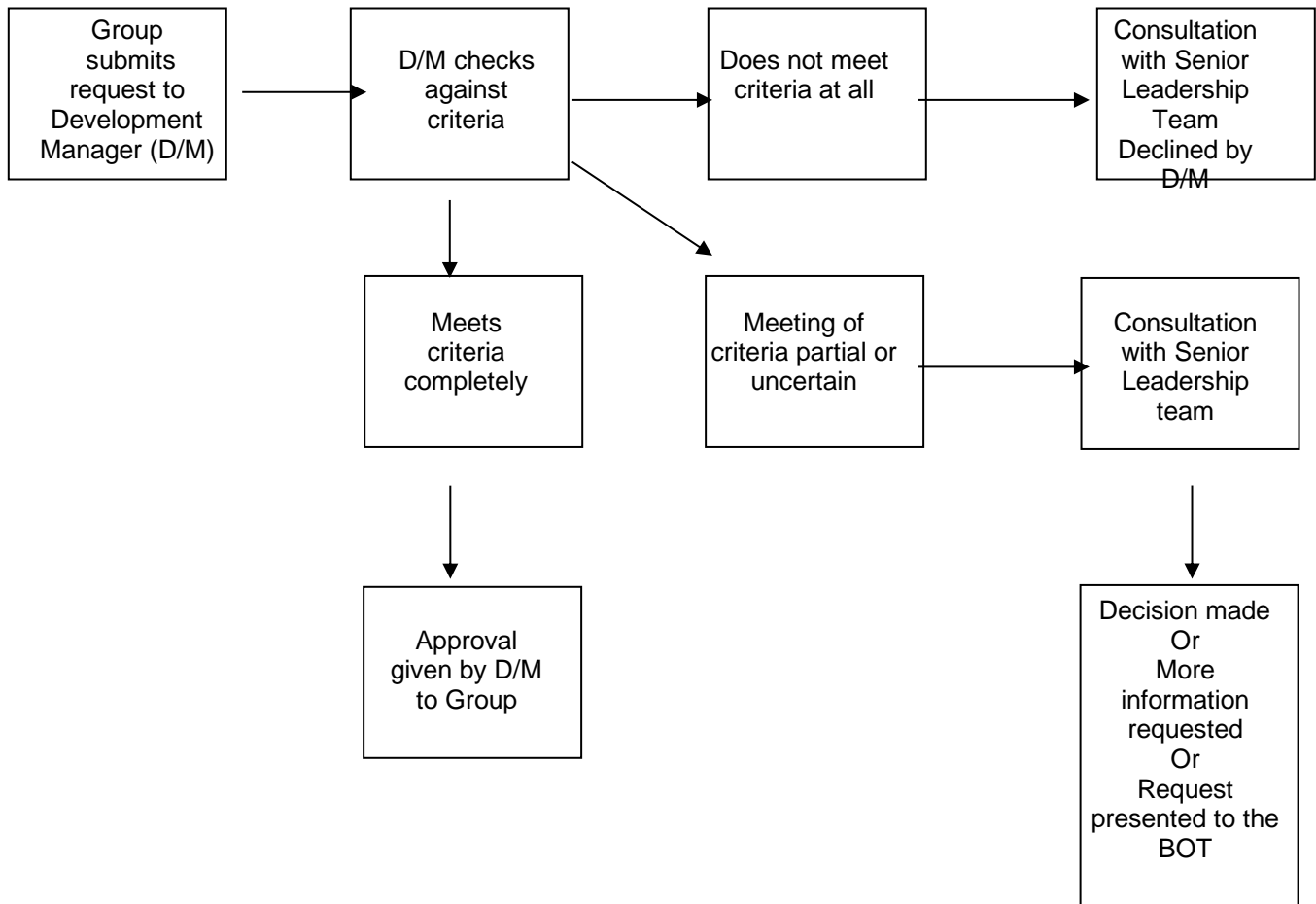
Additionally, the following general principles should be adhered to:

- All fundraising carried out at the College should be for altruistic means
- Groups should agree that funds raised will be shared across all members irrespective of their length of time in the group or participation in fundraising
- All fundraising carried out at the College should be in keeping with the Special Character (refer to page 4).

## Meeting the Criteria

To help your group to supply the required information and meet the criteria, please complete the **Planning a Fundraising Project - Project Submission Form** (page 20 and 21).

## Approval Process for Fundraising Projects



## **Organising a Fundraising Event**

Before any detailed plans are made for a fundraising event/activity all requests for permission to run the event/activity must be submitted to the Development Manager and have been approved.

**Planning a Fundraising Project - Project Submission Form** (pages 20 and 21), should be filled in. These forms are included in this document and may be photocopied.

The Development Manager will add the information to the **Fundraising Calendar of Events** which will be submitted to the Resource Management Committee.

## **Planning the Event/Activity**

Once the event/activity has been approved you may need to contact the following people: (See page 36 for staff names and contact details)

- 1) The Executive Officer manages the caretaking and ground staff. She also oversees the banking of funds and currently organizes the requisitioning of cheques and order numbers.
- 2) Receptionist/Cashier takes bookings for the College facilities and banks funds on behalf of groups.
- 3) The College Secretary/Records Officer types the newsletter each Thursday. Items for the newsletter should be submitted by Tuesday lunchtime.
- 4) The Development Manager will arrange press releases. If you require media coverage for your event please contact the Development Manager as soon as possible, providing information in writing (a media release template is available to assist you to provide this information) preferably three weeks prior to the event, and add to the website
- 5) Groups should not independently send out letters on College letterhead. In order to maintain consistency of format, all letters which are to be on College letterhead need to be emailed/given to the Development Manager. She will format the letter/s correctly and post them on your behalf.

## **After the Event/Activity**

Once the event is over the following tasks should occur:

- 1) An email or note should be sent to the Development Manager stating how much was raised. This information will be added to the Fundraising Calendar.
- 2) The money should be given to the Receptionist/Cashier in a labelled bag.
- 3) Letters of thanks must be sent out. Groups should not independently send out letters on College letterhead. In order to maintain consistency of format, all letters which are to be on College letterhead need to be emailed/given to the Development Manager. She will format the letters correctly and post them.

## PLANNING A FUNDRAISING PROJECT – Project Submission Form

<p>Who Is Coordinating this Activity?</p>	<p>Name:</p> <p>Designation/Position:</p> <p>Daytime Phone:</p> <p>Evening Phone:</p> <p>Email:</p>
<p>Who is the fundraising for:</p>	<p>Name of Group / team / individual</p>
<p>Who gets the benefit:</p>	<p>Group / team / individual</p>
<p>What is the Special Character Activity?</p>	<p><b>Please only complete this question if you are organising a Special Character activity e.g. Mission effort, Lent collection, or a collection</b></p> <p>Please ask the College Mercy Chaplain to sign here:</p>
<p>Why is fundraising necessary for this project and how much money does your group hope to raise?</p>	<p>Explain</p>
<p>What is the total cost of the event/purchase?</p>	

<p>What percentage is being contributed by the participants/group members?</p>	<p>Percentage of funds to be raised: %  Percentage to be contributed by members: %</p>
<p>Who is your target market?  That is: where will you get your money from?</p>	<p>(E.g.: the College community; netball parents; students in the Riccarton area; local businesses etc)</p>
<p>How do you intend to reach your target market?</p>	<p>(E.g.: what ideas do you have about advertising your activity or other publicity ideas)</p>
<p>What are the proposed dates for the fundraising activity?</p>	
<p>Do you wish to approach businesses for sponsorship or advertising?</p>	<p>If yes, please list those you hope to approach: (continue on a separate page if necessary and attach)</p>



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## Part D: Sponsorship and Advertising



# Sponsorship and Advertising

## Guidelines for Sponsorship and Special Character

Any sponsorship offer must be checked with the Senior Leadership Team before accepting, and no sponsorship is to be accepted that reflects poorly on the special character of the College or reflects badly on the College.

A formal letter outlining the sponsorship offer on College letterhead must be signed by the Principal before any sponsorship deal is secured. The letter must clearly state exactly what the College is offering in return for the sponsorship.

## Who is a Suitable Sponsor for Villa Maria College?

- A suitable sponsor is one who upholds the values of the College and fits within the College's Code of Ethics for Fundraising (see page 26-27).
- Sponsor organisations that would be deemed automatically unsuitable are those whose business is related to the supply or promotion of alcohol, drugs (including legal herbal party pills), cigarettes and tobacco products, prostitution or sex related industries.
- Particular organisations may have been approached by other groups for similar purpose (i.e. sponsorship or advertising). Approaches to any organisation should therefore be cleared with the Development Manager before proceeding.
- Recognition to business sponsors will be in the form of recognition of financial support. Permanent or semi-permanent advertising directly attached to College students in the form of uniforms, stationery or school buildings is **not** acceptable
- Sponsorship by a business who supplies the College with goods or services will not gain preferred supplier status as a result of their sponsorship.





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## Appendices

## Appendix 1

### Code of Ethics for Fundraising

#### Villa Maria College Code of Ethics (based on the WYD 2008 Code)

The College welcomes involvement from organizations and individuals whose activities are consistent with the teaching of the Catholic Church and who do not seek to benefit from harm caused to any person, in particular to young persons.

The College supports the following principles for ethical business practice.

#### Independence

Business Partners and Suppliers involved with the College should acknowledge that the College has educational and religious objectives and not a commercial focus. All decisions as to signage, advertising, work practices and outcomes remain in the hands of the College Senior Leadership team.

#### Partnership

The College regards selected Business Partners and Suppliers as partners in the work of the College. Therefore, no individual or organisation is acceptable who conducts or has conducted business, or is associated or has been associated with the conduct of business, that:

- is clearly inconsistent with the moral teaching of the Catholic Church
- seeks to promote, or to benefit from, addictive or other harmful responses in young people
- is likely to be judged socially irresponsible by Church teaching or current business ethics practice

#### Openness

The College will openly and enthusiastically acknowledge the involvement of Business Partners and Suppliers. Such organisations in turn should be comfortable with the association of their name and brand with the Catholic Church and the traditions and purposes of the College.

Should any event transpire that may damage the good name and reputation of the College or the Catholic Church, the College may need to publicly dissociate from any individual or organisation concerned. Should this need arise, the College will discuss the matter with the individual or organisation prior to taking action.

Should any organisation or individual learn of any development that might adversely affect their reputation or image, gain negative media or public attention, or have serious legal implications, that organisation or individual will undertake to inform the College at the earliest opportunity.

## Disclosure

Applicants for a business relationship with the College should use their best endeavours to disclose any business or professional activities or involvements which they suspect may be judged unethical or contrary to Catholic teaching by the College, or which may promote or benefit from addictive or other harmful responses in young people.

As a guide, causing, promoting or willingly benefiting from any of the following would be judged unethical and contrary to Catholic Church teaching:

- promiscuity, contraception, abortion, adultery;
- violence, abuse, intentional self-harm, addiction to harmful substances or activities, marital or family breakdown;
- unjust discrimination, payment of unjust wages, unethical work conditions, illegal business dealings;
- attacks on Catholic faith, attacks on Church leaders, religious discrimination, religious bigotry

The following would be judged addictive or harmful responses in young people:

- substance abuse
- under-age drinking
- under-age sex
- pornography, including inappropriate Internet usage
- problem gambling
- serious credit card or other debt
- self-harm or tendencies towards self-harm
- depression and other psychological disorders
- serious truancy or inattentiveness in College
- significant anti-social tendencies

## Application

The Principal will be responsible for the application of this Code of Ethics, which may be amended from time to time.

## Appendix 2

### Healthy Food Guidelines

#### **THE COLLEGE FOOD PROGRAMME**

##### **Rationale**

Our College believes that healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and wellbeing.

We acknowledge that our College has a responsibility to help students and staff establish and maintain healthy eating patterns.

##### **Purpose**

1. To offer varied and nutritious food choices that are consistent with the National Food and Nutrition Guidelines.
2. To reinforce healthy eating practice across the College curriculum, and ensure consistency across the entire College.
3. To ensure the Health Committee, Canteen and Health teachers follow the same nutrition principles.

##### **Guidelines**

1. Food and beverages sold or served on College grounds or at College sports or social events should reflect the aims of the College health programme and meet the standards of this policy. This includes the College canteen, fundraising items\*, College camp meals, College festivals, College sports days, staff functions or lunches.
2. Staff are encouraged to model healthy eating habits.
3. All food will be prepared and served in a clean and smokefree environment.
4. Food choices made available in the College canteen will be based on Heart Foundation recommendations and will support and reinforce what students learn about nutrition in the classroom.
5. Students who are permitted to leave College grounds during the College day or have lunch delivered are encouraged to choose healthy options. Food brought into the College should also meet these guidelines.

\* A flyer is available for suggested “healthy” or non-food related options for fundraising ideas.

## Appendix 3

INTERNAL AFFAIRS



Te Tari Taiwhenua

### Gambling Fact Sheet #40: Spot Prize Competitions

Note: While reasonable measures have been taken to ensure the quality and accuracy of the information contained in this Fact Sheet it does not replace information contained in the Gambling Act 2003 or the Racing Act 2003 or any provisions pursuant to these Acts. This Fact Sheet is for general information only and is not a substitute for independent, professional legal or financial advice.

#### What are Spot Prize Competitions?

Spot prizes are commonly offered at community events like home shows, fishing events and fun runs. A change in the gambling regulations in 2013 means if a spot prize draw meets certain requirements it will not be considered gambling and will not need a licence.

A spot prize draw will meet these requirements if it is considered a Spot Prize Competition.

It is important to note that not all spot prize draws meet the requirements for a Spot Prize Competition. A spot prize draw will be considered a Spot Prize Competition under these regulations if:

- It is subsidiary to some other competition or event (the main event)
- The main event is not gambling
- The main event benefits the community
- The person is not required to pay anything to enter the spot prize competition other than to participate in the main event
- The spot prize draw is a lottery
- The outcome of the spot prize draw does not involve gaming machines.

#### Does a Spot Prize Competition need a licence?

Spot Prize Competitions are not gambling and they do not need a licence, but they must conform to the definition of Spot Prize Competition set out in the Gambling (Non-gambling Activities) Regulations 2013. If your spot prize draw does not conform to the definition, it may be illegal or may require a licence under the Gambling Act 2003.

#### Entry into a Spot Prize Competition

Participants should not pay anything to enter into a Spot Prize Competition other than that which they paid to participate in or attend the main event or competition.

**Example:** A sponsor of a community fun run is running a lottery at the event. The winner of the lottery will get a new mountain bike.

**It will be a Spot Prize Competition, and therefore not need a licence if:**

Participants pay their entry fee into the fun run, fill out an entry form and go straight into the draw to win the mountain bike. This is because the participant does not pay any more than the entry fee to the fun run to enter the draw.

**It will not be a Spot Prize Competition, and therefore will need a licence if:**

Participants pay their entry fee into the fun run, fill out an entry form and then pay \$2 more to enter the draw. This is because the participant is paying an additional fee to enter the draw on top of the entry fee to the fun run.

### **Are there time limits on Spot Prize Competitions?**

The Gambling (Non-gambling Activities) Regulations 2013 say that Spot Prize Competitions must form part of, or be conducted together with, during, or within seven days after the completion of the main event.

A Spot Prize Competition is defined as a lottery. This means that it is decided by a draw that takes place after all participants have entered.

Remember, the Spot Prize Competition must be subsidiary to the main event – it cannot be the main event itself.

### **Are there any prohibited prizes?**

It is illegal to offer the following as prizes:

- A firearm, explosive (including ammunition), restricted weapon, or airgun
- Alcohol
- Tobacco products
- A taonga tūturu\*
- Vouchers or entitlements to commercial sexual services
- Vouchers or entitlements to any of the other property listed above.

\* Taonga tūturu means an object more than 50 years old that relates to Māori culture, history or society, and was manufactured, modified, used or brought into New Zealand by Māori.

### **Is my Spot Prize Competition legal?**

Check your proposed activity against the Gambling (Non-gambling Activities) Regulations 2013 and the definition of 'lottery' in section 4 of the Gambling Act 2003.

If you are still not sure that your activity is legal or if a licence is required then we recommend that you seek independent legal advice.

A Spot Prize Competition is not the same thing as a Sales Promotion Scheme. Refer to Fact Sheet #9 for information about running sales promotion schemes and the rules to which they must adhere.

### **Need more information?**

Ask the Gambling Compliance Group. They can provide further advice on any questions you might have.

Free phone: 0800 257 887 (New Zealand only)

Email: [gambling.compliance@dia.govt.nz](mailto:gambling.compliance@dia.govt.nz)

Website: [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling)

## Appendix 4: Gambling Act

Pursuant to section 367(1) of the Gambling Act 2003, I, Christopher Blake, Secretary for Internal Affairs, make the following game rules:

### GAMBLING ACT (LOTTERY) GAME RULES 2004

#### ANALYSIS

(List of Sections)

- 1 Title and commencement
- 2 Interpretation
- 3 Application of rules
- 4 Conduct of game - class 1, class 2 and class 3 gambling
- 5 Conduct of game - class 2 and class 3 gambling
- 6 Conduct of game - class 3 gambling
- 7 Determination of winner
- 8 Percentage return as prizes
- 9 Records and auditing
- 10 Retention of documents
- 11 Membership lotteries

#### 1 Title and commencement

- (1) These rules are the Gambling Act (Lottery) Game Rules 2004
- (2) These rules shall come into force on the 1<sup>st</sup> day of July 2004.

#### 2 Interpretation

- (1) In these rules, unless the context otherwise requires,—

**Act** means the Gambling Act 2003

**authorised purpose** has the same meaning as **authorised purpose** in section 4(1) of the Act

**club** means a voluntary association of persons combined for a purpose other than personal gain

**corporate society** has the same meaning as **corporate society** in section 4(1) of the Act

**jackpot** means where unclaimed prizes are carried forward to subsequent lotteries

**licence** has the same meaning as **class 3 operator's licence** in section 4(1) of the Act



lottery means a scheme or device involving multiple participants for which -

- (a) a person pays consideration to participate directly or indirectly; and
- (b) prizes of money are distributed according to a draw that takes place after all participants have entered; and

includes lotto, raffles, and sweepstakes.

Secretary has the same meaning as Secretary in section 4(1) of the Act

ticket means a document or thing that is evidence of, or signifies participation in, gambling or, if there is no document or thing, includes the right to participate

- (2) Any term or expression that is defined in the Act and used, but not defined, in these rules has the same meaning as in the Act.

### **3 Application of rules**

These rules apply to class 1, class 2 or class 3 gambling that is a lottery.

### **4 Conduct of game – class 1, class 2 and class 3 gambling**

Every organiser and society (or an individual where section 22 of the Act applies) must comply with the following rules when conducting a lottery that is class 1, class 2 and class 3 gambling -

- (1) The organiser must clearly indicate to all participants the rules and requirements by which the lottery will be played.
- (2) A ticket is the only valid basis for participating in the lottery.
- (3) A ticket is the only valid basis for winning a lottery.
- (4) Where tickets are sold to the general public, the date, time and location of the draw shall be publicly notified.
- (5) Where tickets are sold to the general public, the drawing of the lottery must be open to the public.
- (6) Tickets cannot be sealed.
- (7) Each ticket sold must have an equal chance of being drawn.
- (8) Each ticket sold and no other ticket is included or represented when the draw is made.
- (9) No ticket can be adjoined to a ticket in any other lottery.
- (10) Tickets in the lottery must not be combined with a fee to any other event or entertainment.
- (11) Prizes must be given only to person(s) who win.
- (12) Prizes must be given to winners within 3 months after the draw, unless the winner cannot be identified or located, or does not wish to accept the prize.
- (13) The details of any conditions attached to a prize must be clearly indicated at the point of sale.
- (14) Ticket sellers must ensure that information is obtained from ticket purchasers to identify and contact the person to whom the ticket is sold.
- (15) Prize winners must not incur costs additional to the cost of participation in the lottery when claiming their prize.
- (16) Prizes offered must not be changed once the lottery has commenced.



- (17) The authorised purpose(s) to which the net proceeds of the lottery are applied or distributed must not change once ticket sales have commenced.

**5 Conduct of game - class 2 and class 3 gambling**

Every society and organiser must comply with the following additional rules when conducting a lottery that is class 2 or class 3 gambling –

- (1) A lottery cannot jackpot.
- (2) Neither the society nor the organiser may hold a ticket.
- (3) A ticket, which has been drawn, is not eligible to be drawn again in the same draw.
- (4) Tickets must be individually numbered.

**6 Conduct of game - class 3 gambling**

Every society and organiser must comply with the following additional rules when conducting a lottery that is class 3 gambling –

- (1) Tickets must not be printed until a licence has been issued by the Secretary, unless the Secretary has given prior approval.
- (2) A specimen of the printed ticket and butt must be provided to the Secretary prior to the commencement of ticket sales.
- (3) Unless entry to the lottery is restricted to members of a society, organisers must provide each participant with an individually numbered ticket to act as a receipt, showing the following information:
  - (i) the name of the society;
  - (ii) the name and address of the organiser of the lottery;
  - (iii) the authorised purposes for which the lottery is conducted;
  - (iv) when and where the lottery will be drawn;
  - (v) the range of ticket numbers in the lottery;
  - (vi) details of where, when and how results will be notified publicly;
  - (vii) the value and characteristics of the prize(s) to be won;
  - (viii) the cost of entry;
  - (ix) the total number of tickets offered in the lottery;
  - (x) the process for determining the winners;
  - (xi) the process for cancelling the lottery;
  - (xii) the following words: By licence issued under section 37 of the Gambling Act 2003;
  - (xiii) licence approval number issued by the Department of Internal Affairs;
  - (xiv) address and phone number of the Department of Internal Affairs.
- (4) The ticket must have a butt portion attached to the ticket showing:
  - (i) a number identical to that appearing on the ticket;
  - (ii) the name of the society;
  - (iii) the name and address of the organiser;
  - (iv) space to enable purchaser to write name and contact details.
- (5) The following information is published at the point of sale:
  - (i) the name of the society;
  - (ii) the name and address of the organiser;
  - (iii) the authorised purpose for which the lottery is being conducted;
  - (iv) the cost of each ticket; and
  - (v) the number of tickets offered for sale.

- (6) A copy of these rules, together with any amendments and a copy of the licence is available on request from any person who requests such information.
- (7) All lotteries must be drawn on the date specified on the licence or such later date as may be approved by the Secretary.
- (8) If the lottery is ancillary to entertainment, the draw must take place while the entertainment continues.
- (9) Unless the lottery is ancillary to entertainment, the result of the lottery must be drawn within 3 months of tickets first being offered for sale and within 14 days after ticket sales cease.
- (10) The result of the lottery must be notified publicly within 1 week after it is drawn.
- (11) Results must be published in a newspaper or newspapers circulating in the area(s) in which the tickets have been sold.
- (12) Winners must be notified in accordance with the method printed on the tickets.
- (13) The value of any prize (excluding cash) shall be the retail value at the time of the application, or the date of purchase if the prizes are purchased prior to the application being lodged.
- (14) The drawing of the lottery must be supervised by a person of standing in the community who is independent of the society conducting the lottery. A person of standing includes, but is not limited to those persons permitted to take declarations under section 9 of the Oaths and Declarations Act 1957.
- (15) If the winner cannot be identified or located, after a reasonable effort, and the prize or reward remains unclaimed 3 months after the declaration of the result of the lottery, the society must notify the Secretary for Internal Affairs within 1 month. Prizes must then be disposed of according to the Secretary for Internal Affairs directions. The society must ensure that the prize is retained for 3 months after the draw; or if the prize is livestock or a property of a perishable nature, sell the prize in a way that brings a reasonable price and retain the proceeds (after deducting the reasonable costs of the sale) for 3 months after the draw until directions are received from the Secretary for Internal Affairs

**7 Determination of winner**

- (1) If the lottery is class 2 or 3 gambling, the winner(s) of a lottery must be determined in accordance with the following procedure:
  - (i) As soon as is practicably possible, the lottery organiser must—
    - (a) verify that the participant's lottery ticket belongs that person; and
    - (b) verify that the participant's ticket is the winning ticket.

**8 Percentage returned as prizes**

- (1) Prizes in the lottery must be worth at least 20% of the lottery's gross potential income.

**9 Records and auditing (applicable if a lottery is class 3 gambling)**

- (1) The society must provide an independently audited Audit and Prize Statement of the lottery in the approved manner.
- (2) The society must forward an Audit and Prize Statement to the Secretary within three months from the date the lottery is drawn.
- (3) Any person completing the Audit and Prize Statement for the society shall be a chartered accountant in public practice who is not associated, directly or indirectly, with the conduct of the lottery or the society's licensed promoter if one is employed.

(4) Where proceeds are provided to any other society as an authorised purpose:

- (i) The Audit and Prize Statement must include an additional form of verification and consent from the recipient society;
- (ii) The Secretary may require additional information from the recipient society in relation to how the proceeds have been spent;
- (iii) The Secretary may direct the recipient society to carry out an audit of the proceeds received by a chartered accountant.

**10 Retention of Documents (applicable if the lottery is class 3 gambling)**

- (1) The society must retain all butts, unsold tickets, invoices, statements, and other documentation associated with the lottery for a period of six months after the date of the draw. They are to be produced upon request to the Secretary.

**11 Membership lotteries**

- (1) Subject to the exceptions in sub clause 8 below, membership lotteries must adhere to lottery game rules.
- (2) Membership lotteries may not be played at the class 3 gambling level.
- (3) Membership lotteries may only be conducted by a club that is a corporate society.
- (4) Only current financial members of the society shall be eligible to participate in the lottery and no other consideration must be paid to participate in the lottery.
- (5) In a multi-draw lottery, when a prize in any draw is not won it may be added to the prize for a next draw in the same lottery, but no prizes may be carried over to another lottery.
- (6) Final draws must be made within 3 months of the first draw taking place.
- (7) All prizes carried over to the final draw of a multi-draw lottery must be won in that draw.
- (8) Membership lotteries are exempt from the following lottery game rules:
  - (i) Rule 4 (10)
  - (ii) Rule 5 (1) and (2)

Made in Wellington this \_\_\_\_ day of \_\_\_\_\_ 2004.

Christopher Blake, Secretary for Internal Affairs

## Appendix 5: Contact Information

In 2020 the names of staff members mentioned in this handbook are as follows:

Title	Contact via calling the College on 348 4165 or you may email:
Principal - Ms Deborah Brosnahan	<a href="mailto:villa@villa.school.nz">villa@villa.school.nz</a>
Deputy Principal - Mr Mike Baugh	<a href="mailto:mbo@villa.school.nz">mbo@villa.school.nz</a>
Chairperson, Board of Trustees – Mrs Helen Mahon-Stroud	Contact via Mrs Jane Holt, Principal's Secretary: <a href="mailto:jho@villa.school.nz">jho@villa.school.nz</a>
Director of Religious Studies – Mr Thomas Newton	<a href="mailto:tne@villa.school.nz">tne@villa.school.nz</a>
Executive Officer - Mrs Donna Scarlett	<a href="mailto:dsc@villa.school.nz">dsc@villa.school.nz</a>
Principal's Secretary – Mrs Jane Holt	<a href="mailto:jho@villa.school.nz">jho@villa.school.nz</a>
Development Manager - Mrs Keri Crompton, ph 027 66 55 404	<a href="mailto:kcr@villa.school.nz">kcr@villa.school.nz</a>
Receptionist/Cashier - Mrs Clare Robinson	Call 3484165 ext 881
College Secretary/ Records Officer - Mrs Viv Wotton	<a href="mailto:ywo@villa.school.nz">ywo@villa.school.nz</a>
Accounts Payable – Mrs Liz Sherwood	<a href="mailto:lsh@villa.school.nz">lsh@villa.school.nz</a>