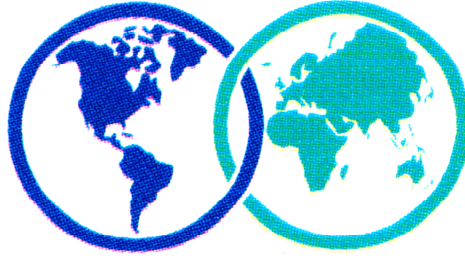


香港李寶椿聯合世界書院



POLICY ON
FUNDRAISING

APPROVED BY
THE BOARD

25 APRIL 2006

1. INTRODUCTION AND BASIC PRINCIPLES

- 1.1 In accordance with the Vision and Mission of the United World Colleges, Li Po Chun UWC takes seriously the challenge to engage in activities that actively serve others while developing a spirit of generosity among the students.
- 1.2 Effective service in Hong Kong, Mainland China and elsewhere requires financial support from within and outside the College community.
- 1.3 This Policy aims to establish parameters and procedures for fundraising that will give the College a framework for fundraising without having to seek approval for each individual project from the Board. This Policy takes into account the limitations of operations imposed by the College's Constitution/Trust Deed, and the regulations of government authorities such as the Internal Revenue Department (IRD) and the Education and Manpower Bureau (EMB) to which the College is subject.
- 1.4 Drafts of the Policy were circulated and discussed with the Accounting Staff and the College Executive Committee prior to its finalisation and approval by the Board.
- 1.5 The Policy is based upon the following principles:
- a) There are four basic types of fundraising that affect the College:
 - Collecting money from outside persons and organizations (including other schools and colleges) to cover (wholly or partially) the cost of events and projects held at the College (such as Cultural Evenings, the Initiative for Peace, Middle East Initiative, donations for the Yearbook, etc);
 - Fundraising to support outside services in Hong Kong, Mainland China and elsewhere;
 - Fundraising for capital works at the College; and
 - On campus fundraising by students from fellow students and teachers

This policy is only concerned with the first two of these types of fundraising. The third type is seen to be the prerogative of the Board. The fourth type, on-campus fundraising by students, simply requires the permission of the Principal, provided the money is raised only from fellow students and teachers, and provided a teacher oversees the fundraising.

- b) All fundraising activities in the College, whether by staff or students, must comply with the provisions of this Policy, especially the name of the College is used;
- c) Fundraising is defined as any request for support for College-related projects or ventures by members of the College community, and includes cash donations, gifts-in-kind, sponsorships, contributions of goods and/or services, paid advertising in College publications, and discounted pricing (in lieu of cash or contribution of goods/services);
- d) Co-ordination of all College fundraising is needed so that the entire College community is aware of the ventures and projects, and those requests for support are monitored, recorded and acknowledged;

- e) All fundraising ventures in the College should be co-ordinated so that:
- There are no clashes in seeking support for similar and/or related ventures
 - The College community does not become over-saturated with fundraising activities
 - Parents, local businesses, clubs and suppliers are not approached too frequently
 - Fundraising is conducted in a manner that does not cause unnecessary work for the Accounts Office.
 - Fundraising events do not clash with major College events already in the Calendar.

2. COLLEGE PROTOCOL ON FUNDRAISING

2.1 Collecting money from outside persons or organizations (including other schools and colleges) to cover (wholly or partially) the cost of events held at the College

- 2.1.1 All collection of money must be supervised by at least one teacher, who will gain approval beforehand in writing and then supervise and closely monitor the implementation of the event. Approval must be granted in writing by the Principal before any money is collected.
- 2.1.2 No collection of funds should be made to cover the cost of functions hosted by the College, unless the function is specifically for the purpose of raising funds to support service activities outside the College or initiatives to enhance the UWC mission.
- 2.1.3 A detailed projection should be prepared by (or on behalf of) the supervising teacher with all expenses estimated precisely to support the proposed fee to be charged.
- 2.1.4 All activities must be documented, together with fees charged and any cash advances requested. The detailed plan, fee proposal and money requested must be approved in writing by the supervising teacher and the Principal. A copy of the written approval must reach the Accounts Office at least seven days before any funds are collected or disbursed.
- 2.1.5 After consolidating all money collected, the supervising teacher must fill in the cash receipt record (see schedule 5). The cash will then be forwarded to the Accounts Office together with the record form by the supervising teacher. The money will be counted immediately in the presence of the supervising teacher and the accounting staff. Receipts will be given only upon request.
- 2.1.6 In order to maximize the benefits of the fundraising, operating costs for fundraising functions should be minimized and the College shall provide food at its own cost whenever possible.
- 2.1.7 Disbursement of funds will be made up to the amount held in the pool for

the specified purpose. Supporting documentation is needed for any disbursement requested.

- 2.1.8 There should be a maximum of two campaigns to collect money from outside organizations to cover the cost of events held at the College in any one school year.
- 2.1.9 As the College is a non-profit making charitable institution, supervising teachers should aim to achieve a break-even outcome, avoiding as far as possible either a profit or a loss. In any case, we should avoid imposing fees which exceed our expenses.
- 2.1.10 Cash receipts should be recorded properly in a log book or worksheet.

2.2 Fundraising to support outside services in Hong Kong, Mainland China and elsewhere

- 2.2.1 Money raised for service projects must directly benefit recipients outside the College, such as through the provision of materials or services. With the exception of 2.2.2e (below), money raised from fundraising may not normally be used to benefit our own students or staff, such as by subsidizing travel, except in exceptional circumstances with the specific written permission of the Principal.
- 2.2.2 Fundraising projects must have long-term sustainability and fit into one of the following categories:
 - a. China Week service projects
 - b. Project Week projects that are teacher-led
 - c. Quan Cai service projects
 - d. The Mandela Fund
 - e. Special projects that have the specific approval of the Board

A separate bank account will be used to keep track of all money raised through fundraising.

There should be a maximum of 10 fundraising campaigns/events across the four groups in any one year.

- 2.2.3 All fundraising within the College and all fundraising which uses the College's name outside the campus must be supervised by at least one teacher, who will gain approval beforehand in writing and then supervise and closely monitor the implementation of the project. Approval must be granted in writing by the Principal before fundraising can begin.
- 2.2.4 In order to implement these principles, therefore, all requests and proposals to undertake fundraising must be made in writing through the following process:
 - a. A written proposal is prepared and forwarded by the supervising teacher to the Principal for approval at least 30 days before the proposed fundraising is due to begin. The proposal should specify the following information:

- i. The purpose of the fundraising
 - ii. The period during which fundraising will occur
 - iii. The target audience and, if appropriate, the venue of the fundraising
 - iv. The anticipated income and expenses of the project
 - v. The beneficiaries of the fundraising
 - vi. The names of all students and teachers involved in the project, and the responsibilities of each
 - vii. Any other permissions that are required before the fundraising can begin.
 - viii. Specific details of how the proposed fundraising is to be undertaken
 - ix. Any other information that may be relevant to the proposal
- b. If expenditure is required to conduct a fundraising event, as outlined in (iv) above, the proposer of the event must provide evidence that the amount of expenditure has been underwritten so that the College is protected from incurring any losses. Evidence of underwriting must be provided before the proposal can be approved by the Principal.
 - c. Once approval has been granted by the Principal, a copy of the approval should reach the Accounts Office within seven days.
- 2.2.5 All fundraising activities must be documented by the supervising teacher using a format such as the one shown in Schedule 1 for income, and Schedule 2 for expenditure, adapted for the particular circumstances of the fundraising project. This documentation must be forwarded to the Accounts Office, together with all money raised, as soon as possible after the completion of the fundraising campaign (or at regular intervals for an ongoing project). The Accounts Office shall then prepare a Financial Statement of Income and Expenditure using a format such as Schedule 3. At the end of each year, the Accounts Office shall prepare a Register of Donations Received using a format such as Schedule 4.
- 2.2.6 All money collected must be kept in a lockable box, which should be left locked whenever possible. After money collection has been completed, the supervising teacher will pass the locked box to the Accounts Office, where the box will be opened and the money counted immediately in the presence of the supervising teacher and the accounting staff. The cash receipt form will be filled in at the same time with the signature of both the accounting staff and the supervising teacher. Receipts will be issued only upon request.
- 2.2.7 Disbursement of funds will be made up to the amount held in the pool for the specified purpose. All documentation must be completed satisfactorily before funds can be disbursed, except for deposits which may be approved by the Principal for earlier payment upon written application from the supervising teacher.
- 2.2.8 Any donation received with no purpose identified will be allocated to the Mandela Fund seven days after the cash or cheque is received. After that time, no request for reallocation will be entertained.

- 2.2.9 As the College is a non-profit making charitable institution, supervising teachers should aim to achieve *at least* a break-even outcome, avoiding as far as possible either a profit or a loss.
- 2.2.10 Consent in writing is required from a donor before any transfer may be made in the use of funds donated. The supervising teacher is responsible for obtaining such consent.
- 2.2.11 If a cash advance is required to support the purchase of merchandise for sale, separate approval by the Board may be needed, together with the cash flow projection.
- 2.2.12 Funds raised should be utilised according to the time frame specified in the original proposal. If this is not possible, then special approval should be gained from the Principal for an alternative time frame.

2.3 Fundraising for Capital Works at the College

- 2.3.1 Fundraising for capital works at the College is the prerogative of the Board, which may delegate aspects of such fundraising to College staff from time to time.

3. EFFECTIVE DATE

To comply with the regulations imposed upon the College by the EMB, this Policy was approved by the Board on 25th April 2006, and became effective immediately.