

## 19 Statement: Fundraising Guidelines

### Objectives:

The parents association is a group of parents tasked with creating and running events that will raise funds, promote Montessori Children's House and foster the social community. The group will typically include the Managing Teacher and a member of the Board of Trustees.

The parent's association are responsible for fundraising and social events and are also responsible for grant applications. These events should be run professionally and always enhance the standing of Montessori Children's House in the community. These guidelines are to ensure all events and grant applications are consistent with Montessori Children's House's standards.

### 19.1 Guidelines:

- 19.1.1 Events need to have approval from the Managing Teacher or a member of the Board of Trustees before they are organised.
- 19.1.2 All events should enhance the reputation of Montessori Children's House and as such some types of events may not be appropriate. These could include events whose focus is the consumption of alcohol, events that unfairly compete with other charitable organisations, events that encourage unlawful or inappropriate behaviour etc.
- 19.1.3 All events must have clearly auditable financial systems and all funds go to the Managing Teacher or Office Manager who will keep records so each event's financial contribution can be identified.
- 19.1.4 Events should aim to bring funds in from the wider community as well as parents and the Montessori community.
- 19.1.5 All grant applications should go to the Managing Teacher for final approval before submission. Any confidential information required for the application should be added by the Managing Teacher and the application then submitted directly by them.