



Limpopo Department of Education

BOKAMOSO SENIOR SECONDARY

*Name of School*

PIETERSBURG

*Name of Circuit*

CAPRICORN SOUTH

*Name of Region*



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# The Fundraising Policy

School Stamp

**This Policy was adopted by the SGB on**

**27/02/2026**

(Date)

Previous adoption date-2023

**Signatures:**

\_\_\_\_\_  
SGB Chairperson

\_\_\_\_\_  
SGB Secretary

\_\_\_\_\_  
School Principal

# The Fundraising Policy

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## 1. Purpose

The Fundraising Policy is an important financially inclined guiding document of the school. It should be in line with the Finance Policy of the school. The aim for the development of this policy is to:

- a. Lay down the rules and procedures to be followed when seeking funds.
- b. Pronounce the position of the school regarding the raising of funds for the school.
- c. Advance the importance of relationship building to accord the school a base for linkages with funding agencies and partners.

## 2. Preamble

The South African Schools Act (SASA), No. 84 of 1996, stipulates that:

- a. The governing body may allow the reasonable use of the facilities of the school for community, social and school fund-raising purposes, subject to such reasonable and equitable conditions as the governing body may determine which may include the charging of a fee or tariff which accrues to the school.
- b. The school governing body shall promote their acceptance of responsibility for the organisation, governance and funding of schools in partnership with the State;

The raising of funds for purposes of developing the school is hereby promoted by the SGB if followed according to acceptable strategies and financially sound principles. The SGB shall henceforth expect the school to ensure that the raising of funds is undertaken in a properly coordinated manner.

## 3. The Fundraising Committee

The school shall establish a committee to manage and coordinate all fundraising activities of the school. The Fundraising Committee shall have the following duties and responsibilities:

- a. Develop the fundraising strategies for the school.
- b. Coordinate all fundraising activities in the school.
- c. Report on fundraising
- d. Review fundraising strategies and systems for improvement purposes.

#### **4. Sources of funds for the school**

The school shall accrue its funding primarily from the following sources:

- a. Funding from Government
- b. Fundraising
- c. Donations
- d. Competitions

#### **5. Raising of funds for the school**

The school accepts the following fundraising activities to be carried out as a way of raising funds for the school:

- a. Rental of the school properties for use by the community at a nominal fee.
- b. Participation of the School Cultural Group on outside events at a fee.
- c. Conducting cultural events where an entrance fee is charged.
- d. Charging parents and visitors to school sporting events held at the school.
- e. Selling of school memorabilia and promotional items.
- f. Applying for financial support from the private sector organisations, NGO's, funding agencies, etc.

#### **6. Fundraising procedures**

The following procedures shall be followed when carrying out fundraising activities:

##### **6.1. Internal fundraising**

Internal fundraising shall include all fundraising activities that may take place in the school and organised by the school, such as cultural day events. The following procedures shall be followed when arranging and conducting such events:

- a. Proper planning shall be done in good time.
- b. The SGB shall authorise such events in writing.
- c. A committee shall be established to coordinate all the activities thereof.
- d. The event shall be published and marketed properly and in time.

## **6.2. External fundraising**

External fundraising pertains to all activities that involve seeking/requesting for funds and/or any support in kind from the organisations that are external to the school. The following shall be followed when fundraising is to be carried out where external organisations are involved:

- a. The SGB shall give its blessing for the fundraising activity to be carried out.
- b. The school shall be expected to carry out its business/activities in a more professional way.
- c. The image of the school should always be taken into consideration when external fundraising is to be carried out and thus ensure the protection and upholding of the school image.
- d. The school shall ensure that all protocol requirements are adhered to prior to the execution of the fundraising activity in question.
- e. Proper consultation shall be observed to ensure that the exercise is effective and provides for a greater possibility of success.

## **7. Responsibility and accountability directives**

The school understands that fundraising activities have a lot of challenges when it comes to accountability for the process and the outcome thereof. The following principles shall be adhered to in ensuring that the process is properly accounted for:

- a. The principal shall be responsible for signing all fundraising communiqués of the school.
- b. Letters written for fundraising requests shall be on official school letterheads and must be stamped.
- c. Copies of all fundraising communiqués shall be filed accordingly.
- d. Staff members who are tasked with visits to external organisations for fundraising functions shall declare any gifts received during such visits.

## **8. Partnerships and collaborations**

The SGB values the role of partnerships when it comes to the raising of funds and other support for the school. It shall promote the establishment of partnerships, collaborative ventures and sponsorship drives for the school. Members of the SGB shall be expected to vigorously venture out to secure sponsors and partners for the school. Such partners shall be the initial target for any need for financial and other support that the school may have. The role of a School Patron becomes more important in this regard.

## **9. Policy review**

The policy shall be reviewed when necessary.

## **10. Policy effective date**

This Fundraising Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, Secretary of the SGB and the Principal of the school.

## **11. Conclusion**

The policy has shown that fundraising is supported by the SGB. The school is expected to understand the implications that fundraising activities have on the image and opulence of the school. The policy has been vocal on the importance of upholding the image of the school when the raising of funds is undertaken. The support from organisations and internal partners may not only be in monetary terms but can also be in kind. All types of support that the school may acquire shall be treated professionally and accounted for accordingly.

