



The Montessori School Kingsley Inc.

FUNDRAISING, DONATIONS AND SPONSORSHIPS POLICY



1. VERSION MANAGEMENT

Version	Date Published/Reviewed	Changes	Author	Date Ratified by School Board
1	2022	Draft Created	Marketing Administrator	14 June 2022
2	2026	Reviewed	Principal	23 February 2026

2. INTENT

This Policy outlines how the School approaches fundraising, donations, and sponsorships.

3. ORGANISATIONAL SCOPE

This Policy applies to all fundraising activities and donations involving the School, including:

- **Fundraising by School Community:** Members of the School community seeking to raise funds to support the School and its purposes (including fundraising being part of the students' curriculum), e.g., the community raising money to purchase a piece of equipment or the lower secondary students raising money to fund their biennial trip to Thailand.
- **Fundraising for Charitable Causes:** Members of the School community involved in raising funds for charitable causes (third-party), e.g., a parent/child activity such as a cake stall in support of the homeless people in Perth.
- **Donations from External Organisations:** The School receives financial or in-kind donations from external organisations, e.g., business and community groups, e.g., Rotary club donating money to buy books for the library, or the School submits a grant application to a philanthropic trust with an interest in supporting educational projects.

3.1 Exclusions

The following fundraising schemes are out of scope for The Fundraising, Donations and Sponsorship Policy:

- The Library Fund
- Grants to the School by state, local and federal Australian Governments.

4. DEFINITIONS

TERM	DEFINITION
Donation	A voluntary contribution to the School in which no benefit is received in return. The donation can be made by cash, cheque, credit card, debit card, direct debit, artwork, equipment, supplies, property, shares, or bequest.
Principal	The School's Principal or any of the Co-Principals, as the case may be relevant at the time.
Donor	Any individual, organisation or entity that makes a donation to the School.
Fundraising Activity	All activities undertaken by, or on behalf of, the School with the aim of soliciting or receiving donations.
Grant	The provision of financial assistance to the School from a grant-making philanthropic organisation.
School	The Montessori School Kingsley.
School Community	Includes students, parents, staff, board members, and alumni of The Montessori School Kingsley.
Sponsorship	Sponsorship is a financial or in-kind contribution provided to the School by an individual or organisation in return for agreed acknowledgement or recognition of their support.

5. POLICY CONTENT

5.1 Australian Charities and Not-for-profits Commission

The Australian Charities and Not-for-profits Commission (ACNC) is the regulatory authority overseeing charities and not-for-profit organisations in Australia. The ACNC ensures that registered organisations comply with governance, financial reporting, and operational standards. The School is registered as a charity with the ACNC.

5.2 Values

In relation to this Policy, The School will only engage with organisations whose values and ethics are consistent with those of the School:

- **Community:** Be an engaged school community that is connected by shared values and advocacy of pure Montessori methods.
- **Integrity:** Take an ethical and sincere approach to everything we do.
- **Peace:** Maintain a calm, harmonious, and courteous environment.
- **Respect:** Demonstrate grace and courtesy to all students, staff, families and the wider community.

5.3 Exclusions

Fundraising, donations and sponsorship activity must not involve illegal or prescribed organisations, political parties, tobacco companies, gaming venues, religious organisations, companies primarily involved in the sale/promotion of alcohol or firearms, spreading misinformation, and organisations deemed by the School to be involved in offensive or inappropriate activity.

5.4 No Personal Gain

Students, staff and members of the School will not derive personal gain from fundraising, donations and sponsorships.

5.5 Transparency

The purpose of any fundraising activity, donation or sponsorship must be clear and transparent so that members of the School community can have full confidence in the motivation of the School and the external organisation in participating in such activity.

5.6 Balance

When entering into any fundraising activity, the School will be mindful of the need to prioritise the core educational purpose of the School. This may require the need for the School to make decisions to restrict the number and scale of fundraising activities. The School will also be sensitive to the finite resources (both financial and time) available within the School community.

5.7 Merit-Based Decisions

All donations and sponsorship arrangements will be considered on merit, and decisions will be made on an individual basis.

5.8 No Endorsement

By engaging in fundraising for or by accepting donations or sponsorship from an external organisation, the School does not endorse the organisation or its activities, services or products. Fundraising, donations and sponsorships will be consistent with the School's non-commercial philosophy.

5.9 No Competition

Fundraising activities by parent-led or external organisations should not be in direct competition to the School's fundraising activities.

5.10 No Pressure

No fundraising activity, donation or sponsorship arrangement will be used to unduly encourage or pressurise students, staff, or parents to purchase or engage with the activities, services or products that are offered by the external organisation.

5.11 Privacy

No fundraising activity, donation or sponsorship arrangement will require the disclosure of the names or addresses held by the School to an external organisation unless the individual's consent is sought.

5.12 Grants as Donations

As the School is a not-for-profit entity, a grant may be treated as a donation if the grant does not involve the return of any material benefit to the grant-maker.

5.13 Communication

The School will periodically communicate the following documents to the School community:

- the annual fundraising and events plan
- the annual report to the School Board summarising the School's fundraising, donations and sponsorship activities.

6. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for:

ROLE	RESPONSIBILITY
Policy Owner	The Policy Owner, the School Board, has overall responsibility for the content of this Policy and its operation in the School.
Principal	The Principal is responsible for: <ul style="list-style-type: none">• Ensure the Policy is followed, monitored, and reviewed.• Prioritise the School's educational goals over fundraising activities, including managing the scale and timing of these activities.• Approve fundraising by the School community, with Board consultation as needed.• Approve fundraising for charitable causes by the School community.• Decide whether to refuse donations, in consultation with the Board.• Create agreements with external organisations for fundraising or sponsorships.• Keep a record of all fundraising and sponsorship activities for the Board's annual review.
All Staff	Ensuring they understand the information presented in this Policy.

7. RELATED DOCUMENTS:

7.1 The Policy is supported by the following procedures:

- Fundraising, Donations and Sponsorship Procedure

7.2 Policies that are relevant to the operation of this Policy are as follows:

- Privacy Policy
- Communication Policy

7.3 Other documents that are relevant to the operation of this Policy are as follows:

- Charitable Gifts and Donations Register
- Third-Party Fundraising Application Form
- Third-Party Sponsorship Application Form
- Staff Code of Conduct
- Student Code of Conduct