

Thank you for your interest in fundraising for Southland Boys' High School (SBHS). We greatly appreciate the time, energy, and support provided by our students, staff, families, and wider community.

Fundraising can sometimes raise questions. Do you need to account for GST? What happens if an event is cancelled? What approvals are required before you begin?

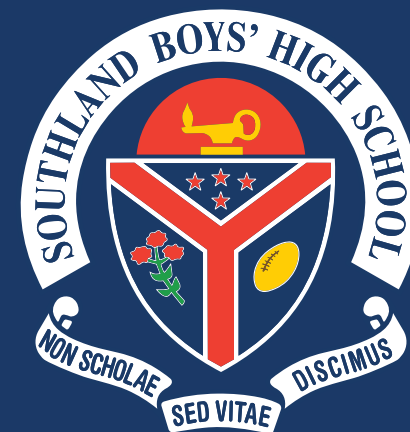
As a state school, SBHS is publicly accountable and must follow specific financial, legal, and governance requirements. These guidelines have been developed to help ensure fundraising activities are well planned, compliant, and successful.

Our staff have extensive experience supporting fundraising initiatives and are available to provide advice throughout the process.

For assistance, please contact:
pgilbert@sbhs.school.nz

THANK YOU

We greatly appreciate your support!



Southland Boys' High School

FUNDRAISING GUIDE

181 Herbert Street | PO box 1543 | Invercargill | New Zealand

www.sbhs.school.nz | 03 211 3003



@SouthlandBoysHighSchool



APPROVAL PROCESS

All fundraising activities must receive written approval from the Rector and Business Manager before they commence. Approval will consider the purpose of the fundraiser, the number of students supported, and the overall benefit to the school community.

CLARITY OF PURPOSE

The purpose of any fundraising activity must be clearly identified from the outset. Funds raised should support specific educational, sporting, cultural, or community objectives that benefit SBHS students.

EQUAL BENEFIT

All proceeds from fundraising efforts should benefit all students involved. Any exceptions must be approved prior to fundraising.

COMPLIANCE

All fundraising activities must comply with relevant school policies (School Docs) and legal requirements, including health and safety obligations and any applicable requirements of Inland Revenue and other regulatory authorities.

FINANCIAL PROCEDURES

All fundraising income and expenditure must follow SBHS financial and cash-handling procedures. Funds collected must only be deposited into an approved SBHS bank account and appropriately recorded.

GST CONSIDERATIONS

Some fundraising activities will be subject to GST, particularly where goods or services are sold, entry fees are charged, or sponsorship is received. Voluntary donations are generally not subject to GST. Please seek guidance from the school before commencing any activity to ensure GST requirements are met.

CANCELLATION

If a fundraising activity, trip, or event is cancelled, funds raised may either be returned to contributors or retained by the school for a similar future purpose.

GRANT APPLICATIONS

Applications to charitable trusts, community funds, and grant organisations on behalf of SBHS must be coordinated with the Business Manager to ensure consistency and avoid duplicate applications.

SCHOOL VALUES

All fundraising activities should reflect the values of SBHS: Kotahitanga, Manawanui, Manaakitanga, & Rangatiratanga.

MARKETING

All fundraising promotions must align with the SBHS brand. For support with brand materials, logo use, or promotion through school communication and social media channels, please contact the school.

SCHOOL FACILITIES

School facilities may be used to support fundraising activities. They remain available to all school groups and are not provided on an exclusive basis. Costs such as venue preparation, cleaning, security, or technical support may need to be covered by the organisers.

ALCOHOL

School Fundraising events involving alcohol requires prior approval from the Rector and must comply with all licensing, health and safety, and school policies. Alcohol sales must be managed by authorised adults only and Students must not participate in the sale, service, distribution, or handling of alcohol.