

United Nations International School of Hanoi

STUDENT FUNDRAISING POLICY

Community Service Learning is valued as an essential part of a student's educational experience both in and out of the classroom. These experiences lead to the development of life-long learners who enhance both local and global environments. Through the Community Service Learning programs, student groups can initiate worthwhile student fundraising projects which can lead to a deeper understanding of the needs of the community. The priority in student fundraising is on student learning.

PRINCIPLES

- Student fundraising is but one of many components of the Community Service Learning program
- All student fundraising activities should include an explicit connection to the need or cause which enables students to learn through their actions and the process
- Student fund raising activities enable students to raise tangible support, either financial or through appeals, as well as to provide opportunities to:
 - gain an understanding of the underlying issues for their project
 - advertise project issues to the UNIS community
 - develop specific sets of student skills
 - increase their awareness of needs in the community
 - provide support for aspects of Community Service projects
 - experience social entrepreneurship and responsibility
- Students will have the opportunity to develop the following **skills** through fundraising projects:
 - problem solving
 - ability to work with adults
 - collaboration
 - time management
 - money management
 - decision making
 - negotiating
 - prioritizing
 - documentation
 - proposal writing
 - logistics planning
 - marketing

GUIDELINES

The intent of the following student fundraising guidelines is to consolidate all student fundraising activities, to ensure a measured and balanced approach to the numerous needs that are identified in the local community, in the country, and in the world, to establish a process for application that is clear, efficient and effective, and to guarantee that there is transparency with collection and allocation of the funds

1. All fundraising activities **MUST** have a meaningful connection to a Community Service Learning activity or organization.

2. Students must be involved with all steps of the application, implementation and evaluation process of the activity.
3. ES, MS and HS campuses have one fundraising activity/event per quarter. (i.e. 4 events in one year)
4. In addition, MS + HS Community Service/CAS students can sign up to coordinate a fundraising sausage sizzle/bake sale on 3rd Thursday of every month on the school calendar.
5. MS + HS Student councils are permitted to retain 40% of the fundraising profits to sponsor student-led activities.
6. All fundraising proposals need to be electronically submitted at least one month prior to the actual event, to the specific and respective School *Service* coordinators (ES, MS, HS) who will then meet and discuss as a team.
7. Funds Distribution
 - a. All money raised must be used to purchase (by UNIS procurement) supplies for the benefitting organization unless specific arrangements have been made in advance.
 - b. Cash donations are permitted for registered NGO's who can provide officially stamped receipts, and upon request provide long term follow-up and accountability of the donation.
 - c. Priority of large cash donations (over \$5,000) from fundraising events can be distributed to known and established organizations which have been appropriately audited by the D-12 Community Service Learning Coordinator.
 - d. All approved student fundraising events must be advertised in the Tin Tuc prior to the event stating the students who are organising and the program that will be supported. At the fund raising event the students will display information regarding which organization they are fundraising for and what the money will be used for.

APPENDIX 1

Proposed Fundraising Application Form

- All groups would be required to complete and submit an application for this fundraiser prior to event (timeline to be finalized) and must receive written approval. This application would include:
 - Proposed date(s)
 - Location
 - Purpose including the cause
 - How money will be used
 - Roles and responsibilities of adults (coordinators, teachers, others) and students
 - Understanding of the processes for handling and accounting for all funds

COMMUNITY SERVICE LEARNING

FUND RAISING APPLICATION

Application Date:

Fundraising Project Name:		
UNIS contact person	Phone/ extension	Email

Who is involved?	
Student names:	
Teacher/Adult leader	
School organization	

What is it for?	
What will the funds raised be used for?	
How will this fundraising help in the long term?	

What are the connections?	
How is this connected to a UNIS CS group or service learning project?	
How will you communicate the purpose of this fundraiser to the UNIS community?	

How will it happen?	
<i>Who will help with the fundraising...</i>	<i>...and what will they do?</i>
Students	

Teachers	
Other adults	
Organizations or groups	
Resources – What we need to get the job done, such as supplies, help, etc:	

When will it happen?	
When would you like to hold this fundraiser?	

Sign _____ Name: _____ Date: _____

For Community Service Learning Team purposes only

Date received:

Contact person/details:

Type of fundraiser:

Approved: YES ___ NO ___ Approved date of fundraiser:

D-12 CSL Coordinator Signature: