



Fundraising for Northside Guide

Thank you so much for helping the school raise essential funds. Your enthusiasm and entrepreneurial spirit is much needed and appreciated.

If you, your class or group are organising an event please follow this guide, it should help you and the school get the most from your event and hopefully take some of the hard work out of it.

Fundraising Guidelines:

- All events should be run with the full knowledge and approval of the school's Senior Leadership Team.
 - Please speak to Mrs Longworth and Friends of Northside so they can support you with dates/scheduling, financial accountability, logistics, licensing, fundraising regulations as well as promoting the event via FON email, WhatsApp, school text service, noticeboard etc...
- All monies raised must be done so in a transparent and accountable manner via the school office and bank.
- All monies must be banked before any expenses are paid.
- Expenses must be claimed alongside a receipt.
- All fundraising should be inclusive
- Communications/advertising to include the School 'Tree' logo
- All communications/advertising must be approved by Mrs Longworth before distribution
- 5% of all funds raised will be ring-fenced for the purpose of funding school trips.

- For specific fundraising events, any additional monies raised, over and above what is needed, will be used in the 'whole school' pot.

Fundraising Ideas can vary from large whole school events such as the Summer Fayre to pop-up cake sales and anything in between. Recent events have included Football Tournaments, Fun Runs, Bingo Nights, Raffles and Movie Nights.

Many involve food so please remember that we are a nut free school. So NO NUTS as some children are fatally allergic to them (this includes Nutella and nut flours).

All homemade foods and cakes need to have a list of ingredients and allergens (E.g. sesame, eggs dairy). Write down everything. You have used.