

## Equal Benefit

Proceeds of fundraising efforts should benefit all students involved. Exceptions require approval from the Deputy Principal Operations.

## Use of School Resources

School facilities are available to all groups for fundraising activities, with no exclusive rights granted. However, associated costs such as cleaning or technical support may apply.

Your commitment to these guidelines ensures that our fundraising efforts are effective, ethical, and beneficial to all involved.

Together, we can create meaningful opportunities for our students' growth and development.

Thank you for your dedication to Christchurch Boys' High School and for making a difference in the lives of our students.



**CBHS**

**Thank You  
for your help**

**Fundraising**

**Christchurch Boys' High School  
71 Straven Road  
Christchurch 8014  
New Zealand  
Phone: +64 3 348 5003**

**Guide to fundraising at  
CBHS**

**Email: [fundraising@cbhs.nz](mailto:fundraising@cbhs.nz)**



Thank you for your interest in fundraising for Christchurch Boys' High School (CBHS) We deeply appreciate your willingness to contribute to the success and enrichment of our students.

Fundraising can be a minefield. Do you pay GST on the funds you earn? What happens if you've raised funds and the event you are raising them for is cancelled?

As a government entity, the school is publicly accountable and there are rules we must follow. As you embark on your fundraising journey, we want to ensure that your efforts are impactful and aligned with the values and policies of CBHS.

This guide summarises the school's Fundraising Policy, which can be found here - [4.14. Fundraising Policy - Operational Policies...](#)

As you can imagine, our staff have lots of experience with all aspects of school fundraising activities and can tell you everything you need to know. They are ready and willing to help.

Contact us on [fundraising@cbhs.nz](mailto:fundraising@cbhs.nz) for more information.

## Approval Process

All fundraising activities must be approved in writing by the Headmaster or his/her delegate. Approval will be based on the number and cross-section of CBHS students supported.

## Grant Applications

All CBHS grant applications to various charitable organisational must be made via CBHS, Head of Sport and Culture

## Clarity of Purpose

The purpose of fundraising must be clearly identifiable. We encourage initiatives that directly benefit our students and community.

## Financial Procedures

CBHS accounting and cash handling procedures must be followed diligently. All funds received must be deposited into a CBHS bank account.

## Compliance

All school and legal requirements, including health and safety regulations and obligations to authorities such as the Inland Revenue Department and Department of Internal Affairs, must be adhered to.

## GST Consideration

Fundraising activities will account for GST where applicable. This means that for some fundraising activities, you will pay GST on what you earn.

## Cancellation Policy

In the event of activity cancellation, funds raised will be returned to contributors or retained by the school for a similar future event.

## Alignment with Values

Fundraising activities must align with the values of CBHS, promoting commitment, bravery, honour and service.

## Alcohol

Fundraising events involving alcohol consumption require compliance with our Drugs, Alcohol & Tobacco Policy and prior permission from the Headmaster.

