

Fundraising is a common practice in many schools around the world. The present document aims at explaining what it is and how we handle the goods that we collect through it for Creativity, Activity and Service (CAS) purposes.

## How do we understand CAS fundraising at the FIS?

CAS fundraising at the FIS is the process of soliciting and gathering voluntary donations of money from individuals, businesses, charitable foundations or governmental agencies for sustainable purposes and projects that have reciprocal benefits to the fundraisers and recipients.

The money that is collected is usually given to non-profit organizations or is used to sponsor social projects that are or will be executed by our students.

The students, teachers, or any member of the staff from the FIS involved in CAS fundraising do not have any interest in getting any personal profits from it.

## Before doing any CAS fundraising activities

If there is a CAS fundraising at the FIS, it is necessary to consider the following steps:

1. There must not be any security risks for our students.
2. There must be a responsible member of the staff or parent to supervise the activity.
3. The objective of the CAS fundraising must be communicated to the CAS Coordinator in advance (at least two weeks prior to the activity).
4. The students need to understand why they are doing a particular CAS fundraising (“why are we soliciting money?” and “what will we do with it?”).
5. The students can solicit money (e.g. by selling goods), but it is the responsible adult who will be in charge of collecting all the money from the activity once it is over.
6. At the event it must be clearly noted for which organization the money is being fundraised. After the event, the funds/donation should be sent to the organization via a bank transfer. They must not be transferred to any other organization than the one noted at the event. It has to be ensured in advance that the organization (NGO or any non-profit organization) can receive a money transfer. This also ensures consistency and transparency.
7. If the organization that is chosen is outside Germany, it should be a registered NGO or non-profit organization.
8. If the funds are to support a project that students are developing, the money should be collected by the responsible adult and given to the school accountant who will keep it in the school’s safe until it is required to execute the project.

## What to do with the money that is collected?

Once the CAS fundraising is over:

1. There must be a signed record of the money that has been collected.
2. The responsible staff member or parent who is in charge of the activity has to give the money to a designated accountant at the FIS. If the CAS fundraising occurs on a Saturday, and the accountant is not present, the money has to be safely stored and be given to him/her on the next possible working day. Since the PTO is present at nearly all the big school events and meets the designated FIS accountant on the next possible working day, a member of the PTO can assist in storing and/or giving the collected funds to the designated FIS accountant.
3. Once the accountant receives the money, he/she will register it under the CAS cost center from which it will be transferred to the designated organization as soon as he/she receives the necessary data to do so. Until then he/she will deposit it in one of the school's bank accounts, or store it in the school's safe. There must be a record of the money that is deposited in the CAS cost center or the safe. The accountant of the school is in charge of keeping these records.
4. There must also be a record of the money that is withdrawn from the CAS cost center or the safe. The accountant is in charge of keeping these records.
5. The accountant must be informed about the organization that will receive the money. The accountant needs to know the name of the organization, including registered charity numbers, and all additional relevant details to make a bank transfer (e.g. IBAN)
6. Since students' security is paramount, they should NOT keep more than 200 euros in the cash box during the fundraising. All funds in excess of this amount should be collected and safely stored by the responsible adult.