



THE BRITISH  
SCHOOL  
OF GUANGZHOU

A NORD ANGLIA EDUCATION SCHOOL

## Charity Committee Charter

### I. Purpose & Function

The British School of Guangzhou is committed to ensuring students and the greater school community are aware of and endeavor to support organisations that represent underprivileged or disadvantaged groups within society, especially those that represent children.

The primary function of the Charity Committee is to direct, organise and support the school's charity work with the aim of providing direct help or by raising funds or awareness through activities centred in and around the international community located within Guangzhou and the School's alumni.

The Charity Committee's primary responsibilities are to:

- Select one or more charitable organisations with which the School will partner with annually.
- Review recommendations and credentials of charities submitted for support consideration by the school community objectively.
- Provide an open avenue of communication between the school, the school community and selected charities.
- Support activities and fund raising for chosen charities.
- Provide comprehensive clear financial reports to the school community on a scheduled basis (detailed in section V).

### II. Composition

The Charity Committee shall be comprised of students, staff and parents from within the school community. The committee should be as diverse as possible, including members from each area of the school, and should consist of 3 to 12 individuals.

### III. Charity Nomination Process and Criteria for Nomination

Members of the community may nominate charitable and non-profit organisations for consideration annually. Nominations should be submitted to the Charity Committee no later than 31st May each year.

The nomination process:

1. Complete the consideration form located below (also on the school's website).
2. On the application or in an attachment, detail the name, purpose and any other relevant information that you would like the Charity Committee to consider.
3. Send the consideration request to the Charity Committee member listed on the form.
4. Should the Committee not receive any organisations for consideration, it shall democratically choose a charity based on the same criteria as required of the school community.
5. The committee may also extend the existing arrangements from the existing year to the next.
6. The school Principal must approve all Charities the Committee nominates.

#### **IV. Meetings**

- The Committee shall meet twice termly or more frequently as circumstances dictate.
- The Committee shall report at the end of each school term detailing all finances and activities that took place in the previous term. These reports should be published at the start of the following term
- A comprehensive annual report should be produced during the summer of each year and published at the start of the next academic year.
- Each and every report should be published on the school website and in the school Newsletter in full, with highlights displayed on community notice boards and on all school building Reception PPT displays.
- Reports shall also be filed chronologically and kept in a secure location on the school server.
- The School's Charity Coordinator is responsible for delivering all reports as detailed above but must seek approval for each report before publishing from the full Charity Committee.

#### **V. Committee Duties**

To fulfill its duties the Charity Committee shall:

1. Create a yearly plan of action for events and activities that should be agreed by the school SLT within term one of each year.
2. Communicate with charities on an on-going basis.
3. Recommend activities and fund raising projects to the school community at the beginning of the academic year.
4. Provide details of all chosen charities to the greater school community through profiles delivered in reports at the start of each academic year.
5. Ensure articles are submitted to each newsletter announcing on-going or completed fund raising events. These are separate to financial reports and should celebrate the success and benefits of each project from the standpoint of students, staff and/or the charities that are benefitting.
6. Review and reassess annually the adequacy of this Charter.



*Be Ambitious*

## Charity Recommendation Form

Name of Charity

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Web and /or Postal Address

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Purpose of Charity

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(Please attach any a relevant documentation you feel may help assist the Committee  
in determining the needs and purpose of the entity)

Additional Information

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Person Submitting \_\_\_\_\_ Relation to school \_\_\_\_\_

Contact Information \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yyyy)

**All nominations must be received by the last day of May. Charity partners  
are selected on an annual basis. Send completed form to:  
[gemma.campbell@bsg.org.cn](mailto:gemma.campbell@bsg.org.cn)**

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### Committee Use Only

Person Responsible for Request: \_\_\_\_\_

Recommended:  Declined:

Principal Approval Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yyyy)