



## **TERMS OF REFERENCE Friends of the School (FOTS)**

### **Objectives:**

- To further school and community relationships, by providing a link between students, parents/caregivers and the school.
- To provide opportunities for parents/caregivers to participate in school related social, spiritual and fundraising activities.
- To assist the Rotorua Seventh-day Adventist School Board with fundraising efforts to provide improved facilities and educational opportunities for our tamariki
- To enhance the spirit of the school community by having fun as parents, teachers, children and community members through social and spiritual activities that enhance our community.
- To gain understanding of each other, our special character and our unique place within our wider community

### **Governance:**

- Rotorua S.D.A Friends Of The School (FOTS) will follow government guidelines on formation, governance, and reporting, and will uphold the mission, vision and values of Rotorua SDA School.

### **Finances:**

- The funds of the Rotorua Seventh-day Adventist School FOTS will consist of donations and any sums raised in the name of FOTS.
- All monies shall be deposited in the name of FOTS in the bank account held for this purpose.
- The FOTS Organising Committee is responsible for ensuring that accurate accounts are kept and annually audited by 1 March each year.

### **Health and Safety:**

- The Organising Committee will ensure that fundraising activities involving food meet food safety requirements and that fundraising activities meet health & safety requirements.

### **Special Character**

- The FOTS Organising Committee will ensure that all activities are aligned with the Seventh-day Adventist Special Character of the school and where in doubt will consult with church pastors or the school chaplain.
- It is illegal to offer liquor for prizes involving chance such as raffles.
- The FOTS Organising Committee will ensure compliance with the relevant fundraising sections of the Education and Training Act 2020 relating to State

Integrated Schools including but not limited to Schedule 6, Sections 34, 35, 36 & 37.

FORMULATED BY: Rotorua Seventh-day Adventist School Board 2022

APPROVED: Board Chair, Glenn Benfell

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BOT REVIEWED: 13 December 2022  
1 June 2021

BOT RATIFIED: 13 December 2022