



FUNDRAISING

POLICY

Rationale:

Fundraising contributes to the school's ability to provide a diverse range of quality programs and facilities.

Aims:

To raise funds that contribute towards the provision of quality programs and facilities at the school.

Implementation:

- In accordance with Regulation 8.19 of the Education Regulations 1988, School Council may raise funds for school purposes by conducting local efforts or amusements.
- All fundraising events will have appropriate internal control mechanisms, and have a specific purpose so that contributors understand the purpose of the activity.
- School Council will have a Fundraising Sub-committee with the core responsibility of conducting fundraising activities, and a Finance Sub-committee that will have responsibilities including providing advice and recommendations to School Council in relation to voluntary contributions, sponsorships and donations.
- The coordinator of the Fundraising Sub-committee will be a member of School Council and will organise the first committee meeting for the year in March.
- All fundraising activities by the Fundraising Sub-committee require prior approval of the School Council.
- School Council may seek voluntary contributions from parents in accordance with DET regulations.
- School Council has the potential to hire school facilities to outside bodies when the facilities are not required for school purposes, as outlined in the Guidelines for Assessing Requests for Community use of School Facilities:
<http://www.education.vic.gov.au/management/schooloperations/schoolfacilities.htm>
Such agreements may have insurance implications.
- Appropriate sponsorships may be sought from industry and commerce as long as they benefit the school, have educational value, and do not involve associations with undesirable products, services or companies such as alcohol or tobacco products.
- Any fundraising involving raffles or bingo in excess of \$5,000 in prize value must be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All profits (and losses) associated with fundraising activities will be reported to the wider community.
- All transactions related to fundraising activities will be reported to School Council.
- After consultation with School Council, the principal will decide how the money raised from fundraising events is to be spent.
- The Fundraising Sub-committee will coordinate Christmas Fest, the Easter raffle, the Mothers' and Fathers' Day stalls, a social evening for parents and guardians and other events if deemed fit.
- The Coordinator will call a final meeting each year after Christmas Fest to begin planning for the following year.
- The Coordinator will call the initial meeting in March each year to continue planning for the year.

Evaluation:

- This policy will be reviewed as part of the school's 3-year review cycle.

This policy was last ratified by School Council in....

February 2018