

# FUNDRAISING POLICY

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## PURPOSE

To provide parents/carers and other members of our school community with an overview of Seaholme Primary School's approach to fundraising, and to raise funds to support the achievement of the educational goals of the school.

## SCOPE

This policy applies to **all fundraising events at the school**.

## POLICY IMPLEMENTATION

Fundraising is a function of the school council and council must approve all fundraising events or activities on behalf of our school.

Fundraising is an important way for Seaholme Primary School to raise money so that it can deliver additional learning opportunities, programs for students, and improve school amenities.

School staff, members of the school community or the Fundraising subcommittee of the school council may want to undertake fundraising activities for Seaholme Primary School.

Seaholme Primary School encourages all members of our school community to be involved in fundraising initiatives where applicable and school council welcomes all proposals for fundraising.

At the beginning of each school year, the school council will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the school council may approve additional fundraising events or activities.

In deciding whether or not to approve particular fundraising events or activities, the school council will act in accordance with legal requirements, any relevant Department of Education and Training policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

All money raised through fundraising, unless legally otherwise provided for, will be held on trust by the school council for the general or particular purpose for which it was raised.

- 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 fund raising events must have appropriate internal control mechanisms;
- School Council will have a Fund Raising sub-committee with a core responsibility of conducting fund raising activities and a Finance sub-committee which will have responsibilities including providing advice and recommendations to school council in relation to voluntary contributions, sponsorships and donations;
- School Council must approve all fundraising activities planned to be conducted by the Fund Raising sub-committee;
- School Council will seek voluntary contributions (money, goods etc) from parents in accordance with departmental requirements and expectations;
- School Council has the potential to hire school facilities to outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use. Such agreements may have insurance implications;
- Appropriate sponsorships and partnerships will be sought from industry and commerce so 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;

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- Any fund raising involving raffles or bingo 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 transactions related to fundraising activities will be reported to School Council through the Finance Committee;
- School Council encourages students to support a range of charities within the department's guidelines;
- Before leasing of school space for advertising, the school must contact the Department's Manager, Property Unit, before entering into any agreements for fundraising directly from the leasing of space on fences, buildings or land;
- The wider community will be informed how the money has assisted in improving grounds and educational outcomes for all students.

## Fundraising for Charitable Causes

Seaholme Primary School through the school council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, school council may:

- Consider whether the methods used to raise funds for any specific charitable appeal are appropriate;
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity.

## FURTHER INFORMATION AND RESOURCES

### Related School Policies

- Parent Payment Policy
- Electronic Funds Management Policy
- Petty Cash Policy
- Cash handling Policy

### Related DET Resources

- School Policy and Advisory Guide: [School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)
  - o *Internal Controls for Victorian Government Schools*
  - o *Cash handling Resources*
    - Cash Handling Best Practice Controls
    - Cash Handling Authorised Form Fundraising Collection
    - Cash Handling Authorised Form Ticket Sales Not at Office
    - Cash Handling Authorised Form

## EVALUATION AND REVIEW

It is School Council's responsibility to monitor the implementation of this policy. The School Council of Seaholme Primary School will monitor this policy at least annually to ensure the process complies with and confirms/enhances internal control procedures. Proposed amendments to this policy will be discussed with the Administration Staff, Leadership Team, Finance subcommittee and School Council as part of the school's commitment to ongoing improvement and for reporting back to the school community.

The Fundraising Policy will be communicated with parents via the school website.