

FUND RAISING

POLICY

Rationale:

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

Aims:

- To raise sufficient funds to enhance school resources connected to the teaching and learning and wellbeing of students.
- To raise funds for charities and other worthwhile causes.

Implementation:

- School Council may raise funds for school purposes by conducting local efforts.
- All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- All fund raising proposals must have prior approval of the School Council.
- School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations (see *Parent Payments policy*).
- 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 may 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, tobacco or gambling products.
- 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.

Assessing fundraising proposals

Members of parent clubs or other members of the school community may want to raise funds for the school, for example to buy playground equipment. Council must approve any fundraising activity on the school's behalf, well before it happens.

When considering whether to approve a fundraising activity, council should find out:

- What type of fundraising activity is planned
- What, if any, risks the fund raising activity exposes the school or public to (for example, does the activity involve physical risks or risks to the school's reputation?)
- What legal requirements apply (for example, a permit to run a raffle might be needed)
- Whether reliable estimates of revenue and expenditure have been prepared to ensure that the funds raised will be greater than the costs of running the activity
- What the funds raised will be spent on and how students will benefit?

Council can approve the activity if it is comfortable with the answers to these questions. If it is not, it must establish a sub-committee to recommend whether the proposed activity should be approved.

This committee must consist of:

- The president or president's nominee (who will chair the committee)
- one other councillor
- 2 representatives of the club or group who have proposed the fundraising activity
- The principal.

The Education and Training Reform Regulations 2007 require that:

- Council and the Parents' Club discuss how funds raised will be spent, to determine what is in the best interests of the school
- Funds raised for a particular purpose are used for that purpose
- Funds raised for the school are held in trust (separately identified and accounted for) by Council or by the Parents' Club.

Evaluation:

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

References:

<http://www.schoolgovernance.vic.edu.au/34-investing-and-fundraising>

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

June 2019



Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.