



# Fundraising Policy

## PURPOSE

To provide parents/carers and other members of our school community with an overview of St Kilda Park Primary School's approach to fundraising.

## POLICY

1. Fundraising is an important way for St Kilda Park Primary School to raise money so that it can deliver additional learning opportunities, a diverse range of quality programs for students and improve school amenities.
2. School staff, members of the school community may want to undertake fundraising activities for St Kilda Park Primary School.
3. St Kilda Park Primary School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising. Proposals should be brought to fundraising sub-committee for consideration and discussion.
4. Fundraising is a function of the school council and council must approve all fundraising events or activities on behalf of our school. School Council will have a Fundraising sub-committee with a core responsibility for coordinating fundraising activities. Membership of this committee will be drawn from Staff, School Council, SKIPPA and other interested parties.
5. 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.
6. All fund raising events must have a specific purpose so that contributors understand the purpose of the activity. These purposes are set and agreed by School Council through the budget development process.
7. 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, the Department's *Finance Manual for Victorian Government Schools* and must reflect the published ethos and values of the school.
8. 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.
9. All fundraising activities will be identified as such, and will only involve voluntary participation.
10. Fundraising activities are those organised by the school (and approved by School Council) with the stated aim to raise funds for the specific programs and activities



identified by School Council. Donations that are received from time to time by the school will be used on school programs at the discretion of the principal.

11. All profits (and losses) associated with fundraising activities will be reported to the wider community.

12. All transactions related to fundraising activities will be reported to School Council.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: School Generated Funding
- Finance Manual for Victorian Government Schools
- Fundraising Act 1998
- School Financial Guidelines
  - *Internal Controls for Victorian Government Schools*
  - *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

## REVIEW CYCLE

This policy was approved by school council on 27<sup>th</sup> June 2018 and is scheduled for review in May 2021