

FUNDRAISING POLICY

RATIONALE:

Fundraising is an important way for Findon Primary School to raise money so that it can deliver additional learning opportunities, programs for students and improve school amenities. School staff and members of the school community may undertake fundraising activities for Findon.

AIM:

To provide parents/caregivers and other members of our school community with an overview of Findon's approach to fundraising.

IMPLEMENTATION:

Findon encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising. Fundraising is a function of the School Council and council must approve all fundraising events or activities on behalf of our school. The School Council will be notified of any fundraising events or activities prior to their approval. 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 (DE) policy or guidelines, 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.

FUNDRAISING FOR CHARITABLE CAUSES:

Findon PS may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal 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

EVALUATION: This policy shall be reviewed as part of the three year policy and process review.

COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Referred to in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request.

REFERENCES:

- School Policy and Advisory Guide: [School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)