



## Fundraising Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Leopold Primary School.

### PURPOSE

Fund raising contributes to the school's ability to provide a diverse range of quality programs.

### SCOPE

To raise sufficient funds to achieve the educational goals of the school.

### POLICY

- School Council may raise funds for school purposes by conducting local efforts or amusements.
- The Fundraising Committee operates as a sub-committee of School Council and conducts a variety of fund raising activities such as Mother's day stall, Father's day stall and various other scheduled fundraisers.
- All fund raising events must have appropriate internal control mechanisms as per Section 4 Finance Manual for Victorian Government Schools and should be discussed with the Business Manager when planning eg: all funds raised will be counted by a minimum of two people, who must record their name and funds collected in the Fundraising Register and all funds must be kept in the safe until promptly processed and banked.
- All fund raising events must have a specific purpose so that contributors understand the purpose of the activity.
- School Council will have a Resources sub-committee which will have responsibilities including providing advice and recommendations to School Council in relation to voluntary contributions, sponsorships and donations.
- All fund raising proposals and GST treatment of the activity must have prior approval of the School Council.
- School Council will seek voluntary contributions from parents in accordance with Departmental requirements and expectations eg: Building Fund and School Grounds Improvements.
- 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.
- Any fund raising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the School Council prior to entering into any agreements.
- Any fund raising involving raffles must be undertaken with the permission and under the instructions of the Raffles Permits Board.
- All fund raising activities will be identified as such, and will only involve voluntary participation.
- All profits (and losses) associated with fund raising activities will be reported to the wider community.
- All transactions related to fund raising activities will be reported to School Council.

### FUNDRAISING FOR CHARITABLE CAUSES

Leopold Primary School 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.

## COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual — Financial Management for Schools](#)
- [Fundraising Act 1998](#)

## REVIEW CYCLE

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

Signed:



**School Council President – Ramona Browne**

Signed



**School Council Executive Officer (Principal) – Stuart Bott**

This policy was last updated by School Council on:	21 <sup>st</sup> November 2023
This policy is scheduled for review by School Council in:	November 2026