



Fundraising Policy

Endorsed by School Council: August 2016

Rationale:

- Fundraising contributes to New Gisborne Primary School's (the school) ability to provide a diverse range of quality programs.

Aims:

- To raise sufficient funds to assist with achieving the educational goals of the school.

Implementation Guidelines:

- 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 fundraising events must have appropriate internal control measures, and must have a specific purpose so that contributors understand the purpose of the activity.
- The Finance sub-committee may provide advice and recommendations to School Council in relation to voluntary contributions, sponsorships and donations.
- The Parent's Association (PA) assumes the responsibility for planning and co-ordination of fundraising events. In these instances, the PA must follow the implementation guidelines listed here.
- All major fundraising proposals and initiatives must have prior approval of the School Council or Principal.
- An annual Fundraising Event Calendar must be submitted to the School Council for endorsement by end of Term 1.
- The collection and expenditure of all monies must be documented and receipted.
- All monies collected from a Fundraising Activity must be counted on school premises by at least two people representing the PA/School Council
- School Council may seek voluntary contributions from parents in accordance with departmental requirements and expectations.
- The timing and location of fundraising activities should be managed to ensure that one project does not detract from another or the school's commercial activities.
- The school recognises that it has responsibility for all monies collected in its name, and therefore, must be able to produce documentation suitable for audit. To meet financial auditing requirements:
 - Any proposal to raise funds on behalf of the school is to be minuted before the fundraising event by the appropriate committee or group, or, if appropriate, by School Council itself
 - Any person or group proposing to conduct a fundraising event should outline the project beforehand to the Business Manager so that a process of accountability, including money collection and receipting, can be agreed on
 - As soon as possible following the fundraising event, the amount raised is to be minuted and brought formally to the attention of School Council
 - All income and expenses associated with fundraising must be accompanied by the documentation agreed beforehand with the Business Manager

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August 2016	1.0	August 2019	

- All fundraising activities should support the Department of Education and Child Development's Healthy Eating policy and school policies that support student wellbeing.

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- The School 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 fundraising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Principal prior to entering into any agreements.
- 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 or tobacco products.
- Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Commission for Gambling and Liquor Regulation.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- 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.
- The Junior School Council may fundraise at various times throughout the year for charitable organisations or causes deemed worthy by the Junior School Council in accordance with the Junior School council fundraising Activity Guidelines and under guidance of the teacher leader.

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

Approval Body: School Council

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