



# FUNDRAISING POLICY

Reviewed: 27/07/21

Next review: July 2024

Approved by School Council

Recommended Review Cycle: 3-4 years

Communication method: Compass School Documentation/ Induction Processes

DET Policy



## **Help for non-English speakers**

If you need help to understand the information in this policy please contact Mrs. Larissa Vesdrevanis 9848 1122 or email [Doncaster Primary School doncaster.ps@education.vic.gov.au](mailto:doncaster.ps@education.vic.gov.au)

## PURPOSE

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

## POLICY

Fundraising is an important way for Doncaster Primary School to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities etc.

School staff, members of the school community e.g. Junior School Council or the Parent and Friends Group may want to undertake fundraising activities for Doncaster Primary School.

Doncaster Primary School encourages all members of our school community to be involved in fundraising.

Fundraising is a function of the School Council and Council must approve all fundraising events or activities on behalf of our school.

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.

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, and the Department's *Finance Manual for Victorian Government Schools*.

All money raised through fundraising, unless legally otherwise provided for, will be held in trust by the School Council for the general or particular purpose for which it was raised.

### **Fundraising for Charitable Causes**

Doncaster 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

## 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