



**DRAFT**  
Dec 2015

## **FUNDRAISING POLICY & PROCEDURES**

In accordance with Regulation 8.19 of the Educational Regulations 1988, a School Council or school group may raise funds for school purposes by conducting local efforts or amusements.

### **PREAMBLE**

- Fundraising contributes to the School's ability to provide a range of quality programs and whole school activities.
- Fundraising also develops a sense of student unity, purpose and community spirit.

In proposing fundraising activities, groups should note that approval will be given to events / activities that:

- Have a specific purpose so that contributors understand the purpose of the activity.
- Have a large scale impact or benefit a large group of people, e.g. benefiting the whole school rather than a Year group.

### **PROTOCOLS / PROCESS**

- All fundraising activities (including on-site and off-site), including those run by the student or volunteer groups are to be listed and approved by School Council.
- A School Fundraising Calendar will be developed to coordinate and rationalise fundraising across year.
- All fundraising activities involving food in a public place must obtain a "Statement of Trade" at least one month in advance of the fundraising activity being held.
- All fundraising activities involving food must have at least one person with a "Food Handlers Certificate".
- All fundraising monies will be collected and receipted by the Business Manager or General Office Staff and included in the specified budget line.
- Appropriate sponsorship may be sought from industry or commerce providing that they benefit the school, have educational value and do not involve associations with undesirable products, services or companies such as gambling, alcohol or tobacco products.
- All sponsorship negotiations should be approved beforehand by the Principal / Assistant Principal
- All profit (and losses) associated with fundraising activities will be reported to School Council.
- Fundraising for individual students or families will be considered in exceptional circumstances only. In such cases funds raised will be held by the school and disbursed to the families as needed.

### **DEFINITIONS**

#### **1. Fundraising Activities**

For the purpose of this policy, "fundraising activities" shall refer to school-based fundraising, in accordance with definitions below.

#### **2. School-Based Fundraising**

For the purpose of this policy, "school-based fundraising" refers to all fundraising activities initiated and conducted by school staff or sanctioned student groups, under the approval and supervision of the Assistant Principal.

#### **3. Onsite Fundraising**

All fundraising activities held on the school property.

#### **4. Offsite Fundraising**

All fundraising activities held on behalf of the school, or a group within the school, but are not held on school property. This includes fundraising activities such as BBQs at Bunnings, Woolworths etc.

#### **6. Major Fundraising**

Large fundraising activities, such as: Trivia Night, Goods & Services Auction, Major Raffle

#### **7. Minor Fundraising**

Smaller fundraising activities, such as: Offsite BBQs, smaller raffles, "Pay to Play" Netball

### **8. Charity or Charitable Agency**

For the purpose of this policy a "charity" or "charitable agency" is any organization or institution engaged in non-profit assistance to the poor, distressed, or persons in need, or such institutions set up for the care of such individuals or groups.

### **9. Community Project**

For the purpose of this policy, a "community project" is an activity that promotes the educational, philanthropic, or other work for the betterment of the local, regional, national, or international country.

### **PROCEDURES**

All school-based fundraising activities shall operate under the same guiding principles.

- a. All fundraising shall:
  - i. Operate under the approval of School Council.
  - ii. Operate keeping with regulations of the City of Greater Bendigo.
  - iii. Be accounted for in accordance with DET financial guidelines and policies
  - iv. Consider poverty - sensitive principles and the capacity of the community to support any given initiative.
  - v. Operate with respect for the preservation of instructional time.
  - vi. Operate on a voluntary basis for students and families.
  - vii. Operate with consideration for the safety and security of students.
  - viii. Comply with Healthy Foods in school (School Council approval must be sought for fundraising which involves foods with high sugar or fat content).
- b. Funds raised should complement and not replace public funding for education.
- c. Fundraising shall not be conducted for providing instruction, basic education items, or any items required for course completion.
- d. Students shall not be excluded from an event or program based on lack of involvement in fundraising initiatives.
- e. Fundraising objectives shall be developed in advance of the fundraising activity.
- f. Fundraising activities shall not require students to listen to or read commercial advertisements.
- g. Comply with nominated non-profit sub-entities (NPSE) for GST purposes.

### **Fundraising Application Form: Procedure**

1. Complete application form and submit to the Business Manager for the approval of School Council.
2. If advertising with posters, posters must be approved by the Principal prior to being displayed.
3. Posters are only able to be displayed using BlueTack, and must be removed as part of the clean-up at the conclusion of the activity.
4. If the activity involves the sale of food (e.g. sausage sizzle) the school canteen must be informed at least one week in advance.
5. All fundraising activities involving food must have at least one person with a "Safe Food Handlers Certificate".
6. Profits are to be paid into an appropriate account which is the general fundraising account for your area. Obtain a receipt from the Business Manager or General Office which you will need to reclaim from the general account for payment to charity / organisation.
7. Cheque or EFT requisition to be completed to authorise payment to a charity / external organisation.