

Fundraising Policy - Including Locally Raised Funds

Purpose

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

Aims:

- To raise sufficient funds to achieve the educational goals of the school
- To develop a fundraising calendar which provides adequate notice, planning time and opportunity for all areas of school life
- To ensure that there are not conflicting needs which interfere with successful fundraising
- To develop and encourage student fundraising endeavours through Inquiry Based Projects e.g. Mad Day.

Implementation

- The School's Fundraising Committee will present activities/events to School Council for approval.
- During Term 4, the Fundraising Committee will establish and announce activities for Term 1 of the following year for School Council approval.
- A calendar of fundraising events for the remainder of the year will be located in the office for reference.
- Appropriate sponsorships will be sought from industry and commerce as long as they benefit the school, have educational value and promote desirable products, services and companies.
- All fundraising events must have appropriate internal control mechanisms, a specific purpose and a leader. Appropriate fundraising targets may be required for particular projects.
- The Fundraising Committee must ensure accountability for funds collected, e.g, Provision of receipts for all expenses incurred, a minimum of 2 people counting/receiving money together, prompt handing over of monies to the Business Manager, and appropriate record keeping and collating of correspondence. All transactions, including a profit and loss, relating to fundraising activities will be reported to School Council.
- The details from each fundraiser will be reported in the School Newsletter to keep families informed.
- The Fund-raising Sub-Committee will manage a master list of businesses and industries which may be approached for donations and work to ensure that each group is asked only once each year and that each is officially thanked for their support.
- Any fund-raising involving raffles or the like must be undertaken with the permission and under the instruction of the Raffles and Bingo Permits Board.
- Fundraising activities will encourage school and broader community participation.
- Fundraising events must be self-resourcing.
- All fundraising events should have a clear purpose of where the monies raised will be targeted.
- Fundraising activities must be presented, where possible, to the Fundraising Committee to form part of the annual calendar.
- Fundraising activities shall be respectful of the cultural diversity of the community.
- Participation is not compulsory.
- Monies shall remain on school premises and not be taken home by individuals.
- Two or more members of the Fundraising Committee must be present when counting money.
- All volunteers who are responsible for counting money must consent to a National Police Check.

Evaluation

- This policy will be reviewed as part of the school annual review cycle.

• *This Policy was ratified at School Council May 2018*