



Fundraising Policy

Primary School and Pre-school

Purpose

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

Policy

- Fundraising is a function of the school council and **council must approve** all fundraising events or activities on behalf of Bonbeach Primary School and Pre-school.
- Fundraising is an important way for Bonbeach Primary School and Pre-school to raise money so that it can enhance the learning opportunities available to our students.
- Bonbeach Primary School and Pre-school encourages all members of our school community, staff and Parents and Friends committee to be involved in fundraising initiatives, and school council welcomes all proposals for fundraising.
- 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 giving due consideration to notification of event timelines.
- Ongoing committees such as Parents and Friends, Pre-school and Farmers' Market are to submit a proposed schedule of fundraising activities for approval at school council at the beginning of Term 1 each year.
- All proposal for fundraising events or activities must be submitted to School Council in writing and should provide a description of the fundraising activity, including the following details:
 - purpose of the funds (use and/or distribution)
 - fundraising target amount (where a specific goal or item is sought)
 - type of fundraising methods and associated costs
 - timeline of events
 - volunteer and staff effort required
 - nominated leader and staff sponsor
 - a list of where the fundraising activities will be advertised and promoted
 - any identified risks
- 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*.
- School council will consider all proposals for fundraising activities and events in alignment with the school's values. In giving its approval school council will consider:
 - The nature of the proposed event or activity
 - The purpose for which the funds are to be used and the expected benefit for the school
 - Financial and any other impacts/ obligations on students, parents /guardians and school staff
 - The number of other fundraising or school events and the timing
 - The issue of equity across the school
 - The commitment and capacity of the organising group to conduct the fundraiser effectively and where a charity is involved the charities purpose and reputation.
- All approved fundraising activities and events are to be documented in school council minutes. Approved events and activities must be run in accordance with the fundraising guidelines provided by school council and in alignment with all other school policies.
- All money raised through fundraising, unless legally otherwise provided for, will be held on trust by the school council for the general or particular purpose for which it was raised.

- The nominated leader of a fundraising event must obtain permission and instructions from the Victorian Commission for Gambling registration before conducting a raffle or bingo.
- All profits and losses associated with fundraising activities must be reported to school council and reported to the school community.
- Any fundraising that targets the whole of school must have school council approval in advance. Whole of school fundraising will be considered in relation to the benefit it provides to the majority of the school community.

Sponsorships and Vouchers

- Sponsorships may be sought from industry and commerce as long as they benefit Bonbeach Primary School and Pre-school and do not involve associations with undesirable or unsuitable products or services including, but not limited to, companies that are associated with alcohol or tobacco.
- A sponsors' register will be maintained at the school office for registering sponsorships received.
- All vouchers and monies received must be handed over to the school office

Fundraising for Charitable Causes

School Council must approve all charitable fundraising efforts with the results reported to the community. In deciding whether or not to fundraise for a particular charitable cause, school council may:

- consider whether the methods used to raise funds for any specific charitable appeal are appropriate; and
- seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity

An important component of Student Voice and Agency, the Bonbeach Primary School and Pre-school Junior School Council, with the support of the school council, will present ideas and lead various fund raising activities for a range of charitable causes.

Ethical Behaviour

Those involved in fundraising activities and events for Bonbeach Primary School are expected to act honestly and ethically and abide by the school's Code of Conduct and other related policies. It is appreciated that members of the school community may have a personal or vested interest in fundraising (for example, where their own business or children are specifically involved). Whilst this may be entirely appropriate, it is important that any personal interests are clearly stated so that open and informed decisions are made.

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
- Bonbeach Primary School Fundraising Guidelines

Evaluation:

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

Approval:

- This policy was approved by the School Council on 12 September 2018.