

POLICY: FUNDRAISING POLICY



1. PURPOSE

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

2. AIMS

- To raise sufficient funds to achieve the educational goals of the school.

3. IMPLEMENTATION

- 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 fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- School Council will have a Fund Raising sub-committee with a core responsibility of conducting fund raising activities and a Finance sub-committee which will have responsibilities including providing advice and recommendations to School Council in relation to voluntary contributions, sponsorships and donations.
- All members of the Fundraising Committee who are handling money must complete a police check and follow financial internal controls.
- All fund raising proposals must have prior approval of the School Council.
- All fundraising activities are to be scheduled and planned with the Business Manager and placed on the Financial Calendar.
- The Fundraising Committee will liaise annually with the Finance Committee in regards to the expenditure of the raised funds. The Finance Committee will take proposals to School Council.
- Appropriate sponsorships will 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 fund raising involving raffles or bingo must be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board.
- 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.

4. EVALUATION

- This policy will be reviewed as necessary.