POLICY: FUNDRAISING POLICY

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

AIMS:
To raise funds to achieve the educational goals and facilities development of the school.

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 fundraising 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 fundraising sub-committee, named the Fundraising 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 fundraising proposals must have prior approval of the school council. 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 to approve 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 fundraising activities are to be scheduled and planned with the business manager and placed on the financial calendar.
- The Fundraising Association will liaise annually with the Finance Committee regarding 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 fundraising 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 involve only voluntary participation.
- All transactions related to fundraising activities will be reported to school council.
- 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 Student Representative Council fundraise for charitable causes external to the school. In these cases, the principal is responsible for approving the fundraising activity.

Further information and resources:
- School Policy and Advisory Guide: School Generated Funding
- Finance Manual for Victorian Government Schools
- Fundraising Act 1998

- School Financial Guidelines

POLICY REVIEW AND APPROVAL:

Policy last reviewed	17/2/2026
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	February 2027