



FUNDRAISING POLICY

A lot of the text reflects requirements in the Department's *School Policy and Advisory Guide* and *School Finance Manual*.

PURPOSE

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

POLICY

Fundraising is an important way for Plenty Parklands Primary School to raise money and contributes to the school's ability to support the achievement of the School Strategic Plan, to provide a diverse range of quality programs and to improve school amenities.

School staff, members of the school community or the Coffee and Chat group undertake fundraising activities for Plenty Parklands Primary School.

Plenty Parklands Primary School encourages all members of our school community to be involved in fundraising initiatives and school council will consider all proposals for fundraising.

Fundraising is a function of the school council and council must approve all fundraising events or activities on behalf of our school. 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.

School Council is responsible for conducting fundraising activities such as the Family Fun Night and the School Family Dance.

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*.

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.

Fundraising for Charitable Causes

Plenty Parklands Primary School may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal may:

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

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook/manual
- Hard copy available from school administration upon request

EVALUATION

This policy will be reviewed in line with best practice, new legislation and guidelines.

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2021
Consultation	Leadership/Business Manager School Council
Approved	August 2021
Next scheduled review date	August 2026