



FUND RAISING POLICY

1 Rationale

Fundraising contributes to the school's ability to provide a diverse range of quality programs and resources. A formal and accountable Fundraising Policy, available for all members of the school community is required. All fundraising activities in the school must be approved by the Principal and Business Manager and endorsed by Finance Committee and School Council.

2 Aims

To raise sufficient funds to support the educational goals of the school.

3 Implementation

The school recognises that it has responsibility for all monies collected in its name and, therefore, must be able to produce documentation suitable for audit. All fund raising events must meet appropriate internal control procedures and have a specific purpose.

The Education and Training Reform Regulations 2007 require that:

- council and the parents' club discuss how funds raised will be spent, to determine what is in the best interests of the school
- funds raised for a particular purpose are used for that purpose
- funds raised for the school are held in trust (separately identified and accounted for) by council or by the parents' club.

The Finance sub-committee will have responsibilities for the finances of the Fund Raising sub-committee including providing advice and recommendations to School Council in relation to such fund raising. In addition:

- Any fund raising involving raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Commission for Gambling Regulations.
- 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 through School Council.
- All transactions related to fundraising activities will be reported to School Council.

3.1 Assessing Fundraising Proposals

When considering whether to approve a fundraising activity, council must establish:

- what type of fundraising activity is planned??
- what, if any, risks the fund raising activity exposes the school or public to (for example, does the activity involve physical risks or risks to the school's reputation?)
- what legal requirements apply (for example, a permit to run a raffle might be needed)
- whether reliable estimates of revenue and expenditure have been prepared to ensure that the funds raised will be greater than the costs of running the activity
- what the funds raised will be spent on and how students will benefit?



MORELAND PRIMARY SCHOOL – NO 2837

FUND RAISING POLICY

Council can approve the activity if it is comfortable with the answers to these questions. If it is not, it must establish a sub-committee to recommend whether the proposed activity should be approved. This committee must consist of:

- the president or president's nominee (who will chair the committee)
- one other councillor
- 2 representatives of the club or group who have proposed the fundraising activity
- the principal.

4 Appendices

- Appendix A: Fundraising Proposal Application

5 Evaluation

Amendments to the policy will be made on a needs basis or as financial matters alter.

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



MORELAND PRIMARY SCHOOL – NO 2837

FUND RAISING POLICY

6 Appendix A: Fundraising Proposal Application

6.1 Contact Details

Name of Applicant: _____

Phone Number: _____

Email: _____

Details of others involved in organisation:

<i>Name</i>	<i>Phone Number</i>	<i>Email</i>

6.2 Proposed Activity

What is the date(s) of the proposed activity? _____

Describe the proposed activity

Please provide a detailed description of the activity, including number of participants, type of activity, publicity plans, etc.

Describe how the funds will be raised

E.g. Ticket price, estimated number of ticket sales, raffle ticket price, estimated sponsorship, etc.



MORELAND PRIMARY SCHOOL – NO 2837

FUND RAISING POLICY

6.3 Risk Management

What, if any, risks the fund raising activity exposes the school or public to?

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

6.4 Legal Requirements

Are there legal permit requirements?

Yes

No

If yes, please list: _____

6.5 Activity Budget

Projected income		Projected expenses	
Donations		Venue hire	
Ticket sales		Food/beverages	
Sponsorship		Marketing/printing	
Auction		Prizes/raffle items	
Raffle		Insurance/ permits	
Other		Other	
Total income		Total expenses	

6.6 Educational Benefits

What will the funds raised be spent on and how students will benefit?

6.7 Signature

Signature of Applicant: _____ Date: _____