



MAIDEN GULLY PRIMARY SCHOOL

FUNDRAISING POLICY

Rationale

- Fundraising contributes to the School's ability to provide a range of quality programs and whole school activities.
- Fundraising also develops a sense of student unity, purpose and community spirit.

Implementation

- In proposing fundraising activities, groups should note that approval will be given to events / activities that: Have a specific purpose so that contributors understand the purpose of the activity. Have a large scale impact or benefit a large group of people, e.g. benefiting the whole school rather than a year group.
- All fundraising activities (including on-site and off-site), including those run by the student or volunteer groups are to be listed and approved by School Council.
- The Management Committee of School Council coordinate and rationalise fundraising across the school year.
- A School Fundraising Calendar will be developed each year.
- All fundraising activities involving food must have at least one person with a "Food Handlers Certificate".
- All fundraising monies will be collected and receipted by the Business Manager or General Office Staff and included in the specified budget line.
- Appropriate sponsorship may be sought from industry or commerce providing that this is in accordance with the School's and Department of Education and Training's Sponsorship Policies
- All sponsorship negotiations should be approved beforehand by the Principal.
- All profit (and losses) associated with fundraising activities will be reported to School Council.
- Fundraising for individual students or families will be considered in exceptional circumstances only. In such cases funds raised will be held by the school and disbursed to the families as needed.
- The School may support charitable appeals, but should seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity. School Council will also consider whether the methods used to raise funds for any specific appeal are appropriate.

All fundraising shall:

- Operate under the approval of School Council.
 - Be accounted for in accordance with DET financial guidelines and policies
 - Consider poverty - sensitive principles and the capacity of the community to support any given initiative.
 - Operate with respect for the preservation of instructional time.
 - Operate on a voluntary basis for students and families.
 - Operate with consideration for the safety and security of students.
- a. Funds raised should complement and not replace public funding for education.
 - b. Fundraising shall not be conducted for providing instruction, basic education items, or any items required for course completion.
 - c. Students shall not be excluded from an event or program based on lack of involvement in fundraising initiatives.

- d. Fundraising objectives shall be developed in advance of the fundraising activity.
- e. Fundraising activities shall not require students to listen to or read commercial advertisements.

Fundraising Applications

1. Applications for fundraising must be completed and submit to the Business Manager for the approval of School Council, using the School Fundraising Application Proforma
2. Advertising must be approved by the Principal prior to being displayed.
3. If the activity involves the sale of food the School Canteen must be informed at least one week in advance.

Date ratified by School Council: 17 May 2016

Policy review date: May 2019

Signed by

School Council President

School Principal