

## **FUNDRAISING POLICY**

### **1. PURPOSE**

To provide parents/carers and other members of our school community with an overview of Mount Alexander College's (the School) approach to fundraising.

### **2. DEFINITIONS**

- Fundraising – is an important way for the School to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities etc.

### **3. SCOPE**

This policy aims to:

- facilitate improved educational programs and opportunities for students through the provision of additional targeted funds;
- coordinate and plan innovative and varied school fundraising events;
- harness whole school community support for fundraising;
- ensure that all events conform with Mount Alexander College vision, mission and values;
- provide a set of guidelines and processes; and
- determine school priorities when identifying fundraising purposes.

### **4. POLICY**

School staff, members of the school community or the Parents and Friends Club may want to undertake fundraising activities for the School.

The School encourages all members of our school community to be involved in fundraising initiatives and the School Council welcomes all proposals for fundraising.

Fundraising is a function of the School Council and it 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.

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.

All fundraising events must have appropriate internal control mechanisms.

Goods will not be provided to any purchaser until funds have been received.

GST treatment of fundraising activities will be approved and minuted by School Council on an annual basis.

Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Commission for Gambling Registration.

Fundraising activities involving the sale of foodstuffs require that persons preparing and distributing the products possess current food handling certification.

#### ***Implementation***

For each fundraising event, staff, students and the Parents and Friends Committee are to:

- Seek approval from School Council regarding the target of the fundraising activities. The use of funds will be determined by School Council.
- Agree on and manage an appropriate budget. No fundraising activity will take place without a budget being prepared and formal approval being given by School Council. Expenditure for each fundraising event will be limited to that detailed in the event budget. A Fundraising Request Form must be

completed and tabled at School Council for approval prior to the event.  
See Appendix 1.

- Establish an effective sub-committee, enabling all interested parties to participate in the planning and execution of the event.
- Liaise with School Council to co-ordinate publicity for the activity.
- Plan and manage any ongoing communication to the school community in conjunction with staff, e.g. through school newsletters, in a timely fashion. All profits (and losses) associated with fundraising will be reported to the wider school community.
- Ensure the event organizer or nominee coordinate the double counting of fundraising money coming into the school and prepare same for banking by the Business Manager,
- Liaise with the Business Manager after each event to obtain a breakdown of the revenue and expenditure and include details of same in the monthly report to the Committee and School Council.
- Evaluate the success of each event and minute all recommendations for future planning purposes.

### ***Fundraising for Charitable Causes***

The School, through the School Council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, school council may:

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

## **5. FURTHER INFORMATION AND RESOURCES**

- DET Policy and Advisory Library: Fundraising Activities (including fetes)  
<https://www2.education.vic.gov.au/pal/fundraising-activities-including-fetes/policy>
- Finance Manual — Financial Management for Schools  
<https://www2.education.vic.gov.au/pal/finance-manual/policy>

## **6. REVIEW CYCLE**

This policy is based on the DET Fundraising Policy Template April 2018. It was last approved by School Council on September 14<sup>th</sup>, 2021 and is scheduled for review in 2024.

**APPENDIX 1 – FUNDRAISING REQUEST FORM**

All Fundraising should be approved in advance by School Council. Therefore, please complete the details below and submit the form to the Business Manager for School Council approval **at least 6 weeks prior**. Please note that this form should be submitted by the School’s Business Manager to be taken to the Finance Committee, and then to the next meeting of the School Council. You will be notified the day after the School Council Meeting.

**Please note that your fundraising event cannot be held without School Council approval.**

a) Name of the organising group e.g. Student Leadership, House,

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b) Name of Fundraising event e.g. Casual Dress Day, Pizza Day, Gold Coin Collection

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c) Date of the Event

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d) Name of the Teacher in Charge

Teacher’s Signature and Date

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e) Name of Organisation the funds will be paid to

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f) Names of the students responsible for the collection of the funds

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g) Details of collection of funds arrangements for the Event

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h) Business Manager Approval – Signature and Date

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i) Principal Approval – Signature and Date

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j) Finance Committee Approval – Date

School Council Approval – Date

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