



Moe (South Street) Primary School

'Be SAFE Be RESPECTFUL Be a LEARNER'



Fundraising Policy

1. Rationale or Purpose

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

2. Policy Statement

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

3. Implementation

- 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 with a core responsibility of conducting fund raising activities such as a fete, 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 fundraising proposals must have prior approval of the School Council.
- All fundraising activities will prepare a budget of proposed costs and an estimate of funds to be raised. (see Appendix 1)
- The fundraising committee is to liaise with the Business manager about budgets, cash handling and purchasing for the fundraiser.
- School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations.
- School Council has the potential to hire school facilities to outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use. Such agreements may have insurance implications.
- Any fundraising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Department of Education prior to entering into any agreements.
- 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, tobacco, and gambling products.
- Donations/Sponsorships can be accepted from gambling industries as long as this industry is not advertised within/by the school.
- Any fund-raising involving raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Commission for Gambling Registration.

- 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.
- All transactions related to fundraising activities will be reported to School Council.

Fundraising for Charitable Causes

- South Street 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 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

4. Communication

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

- Available publicly on our school's website and Sentral -Parent Portal
- Included in staff handbook
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from office upon request.

5. Evaluation and review

This policy will be reviewed according to the School Council Calendar Policy Review

6. Definitions

Nil

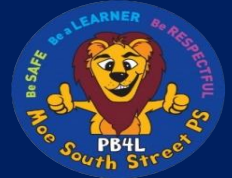
7. School Council Ratification

This policy was ratified by School Council on 10/5/2022



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Fundraising Calculator

This form is to be completed prior to the organization of the fundraising activity by the organizing teacher/ES staff member/Parent Committee and returned to the Business Manager. Final reconciliation will be completed by Business Manager after the activity.

Please provide details for any activities requiring School Council approval.

Name of Activity : _____

Name of Organizing Teacher/Staff/Person:

Costs:

Purchase Order required?

+ Supplies	\$	_____
+ Sundry Items	\$	_____
+	\$	_____
+	\$	_____
+	\$	_____

Food must include G.S.T.

+ Food:	\$	_____
+ Other Expenses:	\$	_____
E.g. Parent Fuel	\$	_____
	\$	_____

= TOTAL: \$ _____ (A)

_____ (B)

\$ _____ (A ÷ B = C)

ESTIMATED COSTS \$ _____ (C)

ESTIMATED PROCEEDS \$ _____

ESTIMATED PROFIT \$ _____ (Provided to School Council for reconciling)

PLEASE NOTE: An order form must be completed for all components of the activity that requires a payment to a supplier/creditor. No payment can be made until a tax invoice is received from the supplier/creditor