



Fundraising Policy

Background

Huntingdale Primary School engages in a range of fundraising events throughout the year. Funds raised from these events assist in purchasing items to make our learning environment inviting for students and to add to their educational opportunities.

Purpose

To ensure:

- That Huntingdale Primary School has a balanced fundraising program.
- Fundraising activities positively support the educational goals of the school.
- Fundraising activities give opportunities for the school community to come together e.g. social events.
- The school complies with Department of Education and Training (DET) policies and procedures in regards to fundraising.

Implementation

- The Principal has the overall responsibility of implementing this policy but may delegate certain roles to suitably qualified staff.
- A School Council sub-committee will be responsible for implementing planning and implementing fundraising events.
- School Council can raise funds in the following ways:
 - **Donations-** School Council may receive tax deductions only for Australian Tax Office approved School Building or Library Funds that have been granted Deductible Gift Recipient Status (DGR).
 - **Voluntary Contributions-** School Council can ask parents for voluntary contributions and must clearly articulate how funds will be spent ensuring they are obtained without coercion and harassment and records of contributions are kept confidential.
 - **Hire of School Facilities-** School Council may allow the use of school facilities by outside bodies when the facilities are not required for school purposes. The School Council is responsible for establishing the terms and conditions of use (Please refer to the Community Use of School Facilities Policy).
 - **Leasing a space for advertising-** Please see the following guidelines:
<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx>
 - **Sponsorship and Promotions-** School Council must not enter into sponsorship arrangements with organisations involved with tobacco or alcohol products and should take into account the:
 - Values and views of the school community
 - School's Strategic Plan
 - Educational value of any activities directly involving students in fundraising.
 - **Commercial Raffles and Bingo-** School Council must obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting a commercial raffle or bingo.



- **Other Sources-** Other sources of fundraising may come from local government councils, service clubs, such as Apex, Lions and Rotary, businesses and community groups and philanthropic trusts with an interest in supporting educational projects.
- The school may engage in fundraising for charitable causes and should consider whether the methods used to raise funds for any specific appeal are appropriate.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All fundraising events must be approved by School Council, including parent led events and Junior School Council events.
- In approving fundraising events School Council should consider:
 - The timing of the year
 - The number of events
 - Financial constraints of parents
 - It's educational benefit for the school
 - Supports the ethos of the school
- All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- The School Business Manager must be involved in all fundraising events as there may be various GST and organisational implications. They will also ensure that fundraising activities transactions are monitored closely and reported to School Council.
- All profits (and losses) associated with fundraising activities will be reported to the wider community.

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

Certification

This policy was endorsed by School Council at the meeting held on 15 November 2016

Signed.....
[Signature]
Principal

Signed.....
[Signature]
School Council President