



Fundraising

POLICY

Purpose

To provide parents/carers and other members of our school community with an overview of Frankston East Primary School's approach to fundraising.

Policy

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

School staff, members of the school community may want to undertake fundraising activities for Frankston East Primary School. Frankston East Primary School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.

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

Fundraising is a function of the school council and council 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.

Fundraising for Charitable Causes

Frankston East 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 charitable 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.
- All money raised for a particular charitable cause must be expended only for that specific charitable cause. The school cannot choose to allocate the funds to a different cause.

Further information and resources

- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)
 - *Internal Controls for Victorian Government Schools*
 - *Cash handling Resources*

- Cash Handling Best Practice Controls
- Cash Handling Authorised Form Fundraising Collection
- Cash Handling Authorised Form Ticket Sales Not at Office
- Cash Handling Authorised Form

Communication

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

- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	2019
Approved by	School Council
Next scheduled review date	2023