



# Seaford North Primary School

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## FUNDRAISING

### PURPOSE

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

### POLICY

Fundraising is an important way for Seaford North Primary School to raise money so that it can deliver a diverse range of quality programs.

School staff, members of the school community, Junior School Council or the Parents and Friends Association may want to undertake fundraising activities for Seaford North Primary School.

School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations.

Seaford North 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. The Parents and Friends Association will have a core responsibility of conducting fundraising and the Finance Sub-Committee will have the responsibility of providing advice and recommendations to School Council in relation to voluntary contributions, sponsorship and donations.

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 in 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, and must have a specific purpose that is communicated effectively to contributors.

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 of establishing the terms and conditions of use.

Appropriate sponsorship 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 or gambling products.

All results of fundraising activities will be reported to the school community.

### **Fundraising for Charitable Causes**

Seaford North Primary 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
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity

### **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide: [School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Policy: Hiring, Licensing and Shared Use of School Facilities](#)
- [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

### **REVIEW CYCLE**

This policy was approved by School Council on 21<sup>st</sup> August, 2019 and is scheduled for review in August, 2021.