



SEAFORD NORTH Primary School

Fundraising Policy

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 of Seaford North may want to undertake fundraising activities for Seaford North Primary School.

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.

All fundraising events must have appropriate internal control mechanisms.

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.

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school. The Parents and Friends of Seaford North 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 sponsorship and donations.

At the beginning of each school year, the School Council will approve any school-related 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 for the school 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

Seaford North 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

COMMUNICATION

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

- Available publicly on our school's website
- Available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual — Financial Management for Schools](#)
- [Fundraising Act 1998](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	School Council – November 2021
Next scheduled review date	November 2025