

FUNDRAISING POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Geelong East Primary School on 03 5248 4885

PURPOSE

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

POLICY

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

School staff, members of the school community or the Parents' Club may want to undertake fundraising activities for Geelong East Primary School.

Geelong 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

Geelong East Primary School, through the school council, may also decide to fundraise for charitable causes. In deciding whether 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

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

APPROVAL & REVIEW CYCLE

Policy last reviewed	March 2024
Consultation	Staff through briefing Administration meetings on processes School Council meeting
Approved by	Principal – Karen Chaston
Next scheduled review date	March 2026

This policy will also be updated if significant changes are made that require a revision of Geelong East Primary School's Fundraising Policy arrangements.