

# Flemington Primary School

## Fundraising Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Flemington Primary School on 9376 7137 or email [flemington.ps@education.vic.gov.au](mailto:flemington.ps@education.vic.gov.au)

## PURPOSE AND RATIONALE

The Flemington Primary School community is thoughtful, compassionate, generous and energetic. Across the school community, families donate time and expertise to fundraise and offer the school the best resources possible for our students.

Fundraising contributes to the school's ability to provide a diverse range of quality educational programs and to maintain appropriate facilities at the school. Fundraising events can also contribute to building and sustaining a sense of community both within the school and the wider local community.

This policy aims to provide parents/carers and other members of our school community with an overview of Flemington Primary School's approach to fundraising.

## POLICY STATEMENT

Flemington 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.

School staff, members of the school community or the Parents and Carers Committee may want to undertake fundraising activities for the School.

The School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.

### 1. DEFINITIONS:

- **Fundraising:** the process of seeking and gathering voluntary financial contributions by engaging individuals, businesses, charitable foundations, or governmental agencies in aid of a selected cause
- This policy does not cover advertising or sponsorship which are covered under the Advertising and Sponsorship policy

## ACTION GUIDELINES

### Raising Funds

In accordance with the Education and Training Reform Regulations 2007, the School Council may raise funds for school purposes by conducting local fundraising activities.

At Flemington Primary School, fundraising may be coordinated and collected through two main groups: School Leadership and Parents and Carers' Association (PCA).

- School Leadership: At times, the school will coordinate fundraising activities. This may be through the Student Representative Council (SRC), Staff or other groups / committees. The School Leadership will oversee the organisation of such activities.
- Parents and Carers' Association: The main fundraising committee at Flemington Primary School is the Parents and Carers' Association (PCA). The PCA has elected a President and Vice President to co-ordinate all activities. This committee will have the core responsibility for planning the yearly fundraising calendar of events and for conducting all fundraising activities in accordance with relevant school and DET policies.

### **1.1 Approvals and Governance**

- 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
- Efforts will be made to provide a balance of events across the school year
- Fundraising activities must adhere to the Schools Financial Guidelines. The chair of the parents and carer's association will be provided with a handbook containing current DET and school policies and guidelines
- School Council can seek voluntary contributions from parents in accordance with departmental requirements and expectations
- 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
- Community participation in fundraising activities will be on a voluntary basis
- School Council has the potential to hire school facilities by outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use
- FPS will follow all VGC terms and guidelines and then apply and obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting fundraising involving raffles or bingo

### **1.2 Fundraising for Charitable Causes**

The 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

### 1.3 Conflict of Interest

Where any member of the school community (or a family member) has an interest or may derive a benefit from any fundraising activity this must be documented and disclosed to the School Council.

## MONITORING, REPORTING AND REVIEW

The parents and carers association will report directly to the finance sub-committee of school council at least three times per year.

The school community will be informed of spending and planned spending of locally raised funds toward specific projects on a regular basis via School Council.

All profits (and losses) associated with fundraising activities will be reported regularly with the parents and carers association reporting directly to the finance committee of school council at least three times per year.

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.

## RELATED POLICIES AND DOCUMENTS

- Cash Handling Policy
- Electronic Funds Management Policy
- Parent Carers Code of Conduct Policy
- School Hall Use Policy
- Advertising and Sponsorship Policy

## REFERENCES

- [School Policy and Advisory Guide: School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2020
Approved by	Principal
Consultation	School Council May 2020
Next scheduled review date	Every 3 years

