



POMONAL PRIMARY SCHOOL

FUNDRAISING POLICY

PURPOSE

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

AIM

To allow the students of Pomonal Primary School opportunities that are above and beyond what the Department of Education provides in line with the Pomonal Primary School 'Wish List' (outlined below). This may include but is not limited to:

- Better learning programs/opportunities
- Infrastructure
- Excursions/camps

The purpose of fundraising should not be for supplementing school operational costs. In exceptional circumstances requests for this purpose may be made via the process outlined below.

Ideally money is spent in a timely manner so as to benefit the students of which families participated in the fundraising activity.

POLICY

Fundraising is an important way for Pomonal Primary School to raise money so that it can provide opportunities including better learning programs, improve infrastructure and amenities, enhance excursions and camps.

School staff, members of the school community or parents may want to undertake fundraising activities for Pomonal Primary School.

Pomonal Primary School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising. The process for fundraising requests is outlined below.

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 submitted via the attached request form. 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

Pomonal 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

PROCESS

- The 'Wish List' is an itemised list to be developed and reviewed annually with input from parents, students, teachers, School Council and Parents Club.
- All requests for fundraising activities by school staff, members of the school community and Parents Club (with exception of the annual Art Exhibition) must be submitted using the form attached (see Appendix A)
- The form is to be submitted to Parents Group after which a recommendation will be put forward to School Council.
- A 'wish list' to be developed and reviewed annually with input from parents, school council and students to assist with determining how fundraised monies will be spent.
- School Council will determine budgets for 'Wish List' items to understand the financial requirements and develop a process for implementation.
- The Parents Club Treasurer will become a member of the Finance Sub Committee to ensure a transparent and trustworthy process is developed around how fundraised monies are managed and spent.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [School Generated Funding](#)
- [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

REVIEW CYCLE

This policy was approved by school council in **March 2021** and is scheduled for review annually.



POMONAL

PRIMARY SCHOOL

APPENDIX A

Pomonal Primary School Fundraising Request Form

Activity: _____

Date/s: _____

Estimated Profit: _____

Target Audience: _____

Brief Description: _____

Resources required from school (parents/students/consumables/furniture/other):

Contributions (List all parties): _____

Submitted by: _____

Date: _____