

Date  
March 2020

# MELTON WEST PRIMARY SCHOOL FUNDRAISING POLICY

## 1. PURPOSE

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

## 2. POLICY STATEMENT

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

School staff, members of the school community, Parents' Club, JSC or Playgroup may want to undertake fundraising activities for Melton West Primary School.

Melton West 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/first school council meeting, Parent Club, JSC & Playgroup will present calendar of events. They will also identify what they are raising money for/towards. 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. Any money raised above the school budget, school council will approve spending.

### **Fundraising for Charitable Causes**

Melton West 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

Supporting Documents and references

- 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

**Endorsed at School Council Meeting March 2020**

School Council President.....

<b>Date Reviewed: (School Council Endorsement)</b>	June 2020
<b>Date of Last Review</b>	March 2020
<b>Next Review Due Date</b>	June 2021
<b>Responsible for Review</b>	Assistant Principal
<b>Frequency of Review</b>	Three Year review cycle
<b>References</b>	Victorian Government Schools Policy Advisory Guide

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PRIMARY SCHOOL