

MELTON WEST PRIMARY SCHOOL

FUNDRAISING

PURPOSE

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

POLICY

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, Fundraising Committee, 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 ensuring Working with Children Check policy is adhered to. 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, our Staff Fundraising Committee & JSC will present a calendar of events. 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.

All Fundraising events are non refundable.

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, the Principal/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

COMMUNICATION

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

- Available publicly on our school’s website
- Reminders in our school newsletter
- Hard copy 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](#)

REVIEW CYCLE

This policy was last updated in March 2023 and is scheduled for review in March 2026.

Policy last reviewed	March 2026
Approved by	School Council
Next scheduled review date	March 2029 – the recommended minimum review cycle for this policy is 3 to 4 years