



POLICY DOCUMENT

Fundraising

Responsibility: Finance
Committee
Revised: 2021
Next Review: 2025

PURPOSE

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

POLICY

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

School staff, members of the school community or the PFA may want to undertake fundraising activities for Mill Park Primary School.

Mill Park 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 School 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.

IMPLEMENTATION:

An annual whole school fundraising program will be developed by PFA and approved by School Council.

- All fundraising events must be approved, prior to commencing and regularly reported to School Council via the Finance Committee.
- Appropriate sponsorships may be sought from industry and commerce so long as they benefit the school, are in accordance with our Healthy Eating policy and do not involve associations with undesirable products, services or companies (such as alcohol or tobacco products).
- When seeking sponsorship School Council should take into account:
 - values and views of the school community
 - school's strategic plan
 - educational value of any activities directly involving students in fundraising.
- Any fundraising activities involving raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Gambling and Liquor Regulations – Minor Gaming Unit.
- All transactions related to fundraising activities will be reported to School Council via the Finance Committee

Fundraising for Charitable Causes

Mill Park 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



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- 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](#)

REVIEW CYCLE

This policy was approved by School Council in May 2021 and is scheduled for review in May 2025.