

# FUNDRAISING POLICY



**Help for non-English speakers** - If you need help to understand the information in this policy, please contact the office on [\(03\) 9439 9374](tel:(03)94399374) or email [eltham.ps@education.vic.gov.au](mailto:eltham.ps@education.vic.gov.au).

## PURPOSE

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

## SCOPE

This policy applies to **all fundraising events at the school**.

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

School staff, members of the school community or the Fundraising Subcommittee or school council may want to undertake fundraising activities for Eltham Primary School.

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

## POLICY IMPLEMENTATION

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.

### Fundraising for Charitable Causes

Eltham Primary School through the school council, may also decide to fundraise for charitable causes. In these cases, the Principal is responsible for approving the fundraising activity. 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

## FURTHER INFORMATION AND RESOURCES

### Related School Policies

- Parent Payment Policy
- Electronic Funds Management Policy
- Petty Cash Policy
- Cash Handling Policy

### Related DET Resources

- The Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)

## REVIEW CYCLE

THIS VERSION FIRST ISSUED	LAST UPDATED	STATUS	DUE FOR REVIEW
2018	March 2024	This policy will be reviewed annually or as necessary due to changes in regulations or circumstances	March 2025