

Fundraising Policy

Rationale:

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

Policy:

Fundraising is an important way for Seville Primary School to raise money so that it can offer a diverse range for quality programs, including additional learning opportunities, programs for students and improve school amenities.

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

Seville 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 is included in the yearly budget; Council must approve all fundraising events or activities on behalf of our school.

At the beginning of each school year, the fundraising coordinator presents to the School Council any fundraising events or activities for the upcoming year for approval. If it is necessary during the year, the School Council may approve additional fundraising events or activities.

In deciding whether 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.

All events are required to follow the Fundraising Administration Procedure which details:

- Activity Checklist
- Expenditure/Suppliers
- Floats
- Counting Money
- Event Evaluation

Fundraising for Charitable Causes

Seville Primary School, through the School Council, may also decide to fundraise for charitable causes. In deciding whether 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

Additional and Relevant Documents:

SPS Hire of Facilities Policy
SPS School Helpers Policy
SPS Volunteers Policy

the Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)

[Finance Manual – Financial Management for Schools](#)

[Fundraising Act 1998](#)

Policy evaluation and review

This policy will be reviewed as part of the School's three-year review cycle

**This policy was ratified by School Council in
September 2020.**

**This policy will be reviewed by School Council in
September 2021.**