



Rationale

The School Council recognises the need for different student groups within the school community to raise funds.

Purpose

The purpose of fundraising may be to:

- Allow various school and extra-curricular programs to happen, and to be further developed
- Provide social services to clearly identified charities.

Social Services include those charities as identified by the student groups such as the SRC.

Guidelines

The School Council is responsible for the determination and approval of school fundraising activities. It does this through delegation of the power for approval to the school leadership team which meets regularly. The Leadership Team will report fund raising activities to the School Council.

All fundraising activities must be directed towards a specific program/s or purpose. This must be clearly stated in the application for fundraising.

Proper financial procedures for the collection and recording of monies raised must be followed at all times, i.e. monies must be entered into the school's accounts.

Only activities which demonstrate and promote the values of the school and school policies will be approved.

Appropriate legal requirements must be adhered to at all times.

Implementation

All requests to raise money must be presented to the school leadership team.

Submissions to the school leadership team must include details of:

- the purpose of the fundraising
- date/s of the fundraising activity
- the type of activity
- how the fundraising is to be conducted
- the publicity related to the fundraising
- adherence to the school guidelines regarding the use of nut based products
- how the publicity will be removed after the fundraising has ceased

The selling of bulk packs of chocolates and /or lollies to students during the school day for the purpose of fundraising is **not** permitted.

Evaluation

This policy will be reviewed in three years time or earlier if needed.

(Refer to the Victorian Government Schools Reference Guide at 7.2 for further information)

School Council approved: 18 August 2011

Review date: December 2012