



## FUNDRAISING



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 5996 1142.

### PURPOSE

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

### POLICY

Fundraising is an important way for Cranbourne Park Primary School to raise money so that it can provide additional opportunities to students, enhance the school environment and support charitable causes.

We encourage all members of our school community to be involved in fundraising initiatives and the School Council welcomes all proposals for fundraising.

### Fundraising for school-related purposes

School staff or any member of the school community, including parents and carers, may submit a proposal for a fundraising activity to raise funds for the benefit of the school.

Proposals should be submitted to the school, or a member of the School Council, by the end of the calendar year. The School Council will then usually approve or reject proposals in one of the first School Council meetings of the following year. If it is necessary during the year, the School Council may approve additional fundraising events or activities.

The School Council has responsibility for approving or rejecting school-related fundraising proposals. However, fundraising activities that affect school operations must be agreed to by the Principal. For example, activities which need school staff to be in attendance or are planned to occur during class time, or could impact the general care, safety or welfare of students, all require Principal approval.

In deciding whether or not to approve particular fundraising activities, the School Council will act in accordance with legal requirements, any relevant Department of Education policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

All money raised for the school through fundraising, unless legally otherwise provided for, will be held in trust by the School Council for the general or particular purpose for which it was raised.

## **Procedure**

1. Any member of the school community may submit a fundraising proposal for consideration in the following year's first School Council meeting (or current year in exceptional circumstances).

### **The proposal must include:**

- a. the proposed purpose of the funds
  - b. anticipated expenses (itemised)
  - c. anticipated revenue
  - d. an outline of how the event/activity would be run, including who would be running it
  - e. the opportunity cost of the event (for example, having a walk-a-thon during the school day may require students to miss an hour of their learning time)
  - f. the impact to and considerations of departmental and school policy (for example, child safety and risks associated with the event/activity).
2. The proposal is presented at the first School Council meeting for the school year. Proposals may be presented by the parent/carer or organisation requesting the activity, or by a School Council member on behalf of the person or organisation.
  3. The School Council will listen to and briefly discuss the proposal, and may:
    - a. request additional information
    - b. seek clarification of details
    - c. raise concerns
    - d. offer suggestions
    - e. recommend or request modifications.
  4. The School Council will then vote to approve or reject the fundraising activity.
  5. Once an event/activity is approved, the person/people organising it will meet with a member of school staff to work out specific details as necessary. In cases where the event is being proposed by the school, or there is not a person allocated to run it, the school may request a volunteer.

## **Fundraising for charitable causes**

Cranbourne Park Primary School may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal 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.

## **Event/activity organisation**

Generally, the person or people who proposed the activity will be responsible for organising and running it. The school encourages anyone interested in supporting an event to email or call the school.

The Principal and school leadership team will work with the organiser to ensure that delivery of the activity adheres to relevant department policies and procedures at all times. This includes carefully

managing the involvement of school staff and resources so the school can continue to effectively focus on core school functions such as the delivery of curriculum.

The organiser is also responsible for ensuring public liability insurance covers any activities undertaken for the fundraiser.

## COMMUNICATION

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

- Available publicly on our school's website
- 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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2024
Approved by	School Council 10/09/24
Next scheduled review date	September 2027