



# **FUNDRAISING POLICY**

## **Kingsbury Primary School**

### **PURPOSE**

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

### **POLICY**

Fundraising is an important means by which Kingsbury Primary School can provide additional funding to allocate towards school programs and amenities. The funds raised may be disbursed to any program or project that will contribute towards school improvement; or to make contributions to nominated charitable organisations with the approval of the Principal and school council.

School staff, school council, members of the school community or Parents Group may want to undertake fundraising activities and our school encourages all members of our school community to be involved in fundraising initiatives. The school council welcomes all proposals for fundraising.

Fundraising is a function of the school council and council must approve all fundraising events or activities on behalf of our school.

At the commencement of each school year, the school council will approve any fundraising events or activities for the upcoming year. School council may also approve any additional fundraising events or activities during the course of the year.

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**

Kingsbury 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.
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity.

## RELATED POLICIES AND RESOURCES

School Policy and Advisory Guide:

- [School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)
  - Internal Controls for Victorian Government Schools
  - Cash handling Resources
    - Cash Handling Best Practice Controls
    - Cash Handling Authorised Form Fundraising Collection
    - Cash Handling Authorised Form Ticket Sales Not at Office
    - Cash Handling Authorised Form

## REVIEW CYCLE

This policy was last updated May 2020 and is scheduled for review in May 2023.

Signed



School Council President