Park Ridge Primary School
Fundraising Policy
June, 2016

Rationale

It is acknowledged that without additional fundraising activities, many of the additional activities and resources that we provide our students at Park Ridge Primary School would not be available. Fundraising contributes to our school’s ability to provide a diverse range of quality programmes for our students. However, it is important to recognise that all fundraising activities must be in line with our school’s values and goals together with DET guidelines and they must also meet external legal obligations such as tax implications, raffles and liquor requirements.

Aim

• Fundraising is a means to financially support PRPS to purchase additional learning resources, materials, equipment and activities
• It can assist short or long term goals of our school
• Fundraising is an additional means of instilling in our students values of respect, care and support, integrity and responsibility and as such may support external causes or charities.

Implementation

• All fundraising events must have a specific purpose so that contributors understand the purpose of the activity
• All fundraising activities must have the approval of the School Council prior to its launch
• School Council will support a PRPS Parents & Citizens Association (PCA) sub-committee with a core responsibility of conducting fundraising activities
• Fundraising activities must be varied in size, scale and type throughout the year
• All fundraising activities should be carefully planned over the school year so that one project does not detract from another and ensuring an equal spread. A calendar of events will be maintained by the School Council
• School Council may, at its discretion and in line with the Community Facility Use Policy, hire school facilities to external bodies when the facilities are not required for school purposes
• In addition, School Council will seek voluntary contributions from parents in line with DET guidelines
• All expenses involved in fundraising must be accompanied by appropriate documentation and be available for audit purposes
• The Finance Committee will support, advise and assist where appropriate in ensuring all GST obligations and accounting reporting requirements are met
• All profits (and losses) associated with fundraising activities must be reported to the wider school community
• All transactions relating to the fundraising activity must be reported to School Council
• Suitable and detailed planning should accompany each fundraising activity, acknowledging that some activities may require planning sub-committees and others can be lead individually
Sponsorships may be sought from industry and commerce as long as they benefit PRPS and do not involve associations with undesirable or unsuitable products or services including but not limited to companies that are associated with alcohol or tobacco.

Any fundraising activity involving raffles or bingo must be undertaken with the permission and within the guidelines of the Raffles & Bingo Permits Board.

Any fundraising activity involving alcohol must do so in line with Liquor Licencing requirements.

**Evaluation**

This policy will be reviewed as part of the school’s annual internal controls.

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<td><strong>Date for Review:</strong></td>
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<td>June 2016</td>
<td>Education Committee / Principal</td>
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