

Park Ridge Primary School Fundraising Policy June 2018

Rationale

It is acknowledged that without fundraising activities, many of the additional activities and resources that we provide our students at Park Ridge Primary School (PRPS) 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 Department of Education and Training (DET) guidelines and they must also meet external legal obligations such as tax implications, raffles and liquor licensing 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, the values of respect, care and support, integrity and responsibility and as such may support external causes or charities.

Implementation

- PRPS encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising
- In deciding whether or not to approve particular fundraising events or activities, the school council will act in accordance with legal requirements, any relevant DET policy or guidelines, and the Department's Finance Manual for Victorian Government Schools.
- All fundraising events must have a specific purpose so that contributors understand the purpose of the activity
- Fundraising is a function of the School Council and council must approve all fundraising events or activities on behalf of our school, prior to their 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 money raised 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.
- 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 associated with fundraising activities must be reported to the wider school community via the School Council Finance Committee and the school's newsletter
- 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.
- Fundraising for Charitable Causes:
PRPS, 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

Evaluation

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

Policy:	Fundraising Policy		
Date Approved:	June 2018	Person Responsible:	Education Committee / Principal
Date for Review:	June 2021	Date Updated on Policy Index:	June 2018