

Purpose

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

Implementation

- Fundraising contributes to the school's ability to provide a diverse range of quality programs, resources and improvements to infrastructure. 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.
- The Parents and Friends Association (known as the Fundraising Committee) undertakes fundraising activities for Watsonia North Primary School.
- Fundraising is a function of the School Council and council must approve all fundraising events or activities on behalf of our school.
- All fundraising events must have appropriate internal control mechanisms and have a goal so that contributors understand the purpose of it.
- At the beginning of each school year, the School Council will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the School Council may approve additional fundraising events or activities.
- 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*.
- Appropriate sponsorship will be sought from industry and commerce so long as they benefit the school, have educational value and do not involve associations with undesirable products, services or companies such as alcohol or tobacco products.
- Any fundraising involving raffles or bingo must be undertaken with permission and under the instructions of the Raffles & Bingo Permits Board.
- All fundraising activities will be identified as such and will only involve voluntary participation.

Fundraising for Charitable Causes

Watsonia North 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.



Further Information and Resources

- DET 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

Evaluation & Review Cycle

Evaluation of the *Fundraising Policy* will occur every four years as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was endorsed by School Council on 11 September 2018 and is scheduled for review in 2022.