



Respect

Learning

Teamwork

Perseverance

### 1. Rationale:

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

### 2. Aims:

Fundraising is an important way for Neerim South Primary School to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities etc.

School staff and members of the school community may want to undertake fundraising activities for Neerim South Primary School.

Neerim South Primary School encourages all members of our school community to be involved in fundraising initiatives and 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.

### 3. Implementation:

At the beginning of each school year, the School Council will approve any fundraising events or activities for the upcoming year along with guidelines for these events. If it is necessary during the year, the School Council may approve additional fundraising events or activities. If this is the case, written guidelines must be submitted to School Council outlining the roles that people will undertake and the timeline required to complete the fundraising activity. This submission must be made at least 4 weeks in advance.

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

Neerim South 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

### 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 Authourised Form Fundraising Collection



NEERIM SOUTH PRIMARY SCHOOL

## Fundraising Policy



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#### 4. Evaluation:

This policy will be reviewed as part of a five-year cycle.

#### 5. Revision History:

Date	Description	Author
17/08/2009	Ratified by School, Council	Environment SC
13/11/2013	Ratified by School, Council	Environment SC
21/10/2019	Approved and Endorsed by School Council	Environment SC