



Glendal Primary School Fundraising Policy

Purpose

This policy provides parents/carers and other members of our school community with an overview of Glendal Primary School's approach to fundraising. This is in line with the requirements in the Department's 'School Policy and Advisory Guide' and 'School Finance Manual'.

Rationale

Fundraising is an important means of raising money to enhance opportunities for students. Fundraising supports the implementation of quality learning programs, access to a range of resources and improvement of school amenities.

School staff, students (through the Student Representative Council [SRC], Student Leadership and Joint Environmental Mission [JEM] groups) and the Glendal Parent Group (GPG) undertake fundraising activities for Glendal. The school encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes proposals for fundraising.

Implementation

- Fundraising is a function of the School Council and as such all fundraising events or activities presented by staff or the GPG must be approved. Glendal fundraising events include an annual School Picnic, Walkathon, Mother's and Father's Day Stalls and Junior and Senior Discos.
- At the February School Council meeting 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 policies or guidelines, and the Department's 'Finance Manual for Victorian Government Schools'.
- All money raised through fundraising, unless legally otherwise provided for, will be held in the Glendal Primary School Council account for the general or particular purpose for which it was raised.

Fundraising for Charitable Causes

Glendal Primary School, through the School Council, may also decide to fundraise for charitable causes, such as the ANZAC Appeal and Remembrance Day Appeal or causes chosen by student groups. 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 was ratified at School Council on Monday, the 17th of August 2020.

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