



FUND RAISING POLICY

Latest DET Update: 07/07/2017

First Developed in this Format: March 2018

Rationale

- In accordance with Part 4 Division 2 Regulation 48 of the *Education and Training Reform Regulations 2007*, the members of the school community may undertake fundraising activities, having as their objective the establishment or augmentation of school funds for a particular purpose, if the agreement of the Council is obtained.
- Fundraising contributes to the school's ability to provide a diverse range of quality programs for our students.

Purpose

- To ensure that Alphington Primary School conducts fund raising activities within DET guidelines.
- To raise sufficient funds to achieve the educational goals of the school.

Implementation

- The school has the authority to engage in any of the following fund raising activities:

Donations	School Councils may: apply to the Australian Taxation Office (ATO) to have a donation recognised as tax deductible only advise donors that a donation is tax deductible when they receive ATO approval and must issue tax deductible receipts to donors.
Fund Raising for Charitable Causes	School Councils should seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity. Schools: may support charitable appeals should consider whether the methods used to raise funds for any specific appeal are appropriate.
Hire of School Facilities	School Councils: may allow the use of school facilities by outside bodies when the facilities are not required for school purposes are responsible for establishing the terms and conditions of use.
Leasing of Space for Advertising	For information, please refer to: Advertising on school sites (site locked)
Other Sources	Other sources of financial assistance may be: local government councils service clubs, such as Apex, Lions and Rotary businesses and community groups. philanthropic trusts with an interest in supporting educational projects.

Tuition Fees for Evening Classes	<p>Tuition fees may be charged to students attending evening classes at secondary schools for extra-curricular subjects and: all tuition fees received are retained by the school School Councils may add a service fee to any approved tuition fee.</p> <p>Tuition fees are not to be charged for: evening classes in academic, bridging or preparatory classes. a student in full-time attendance at a government school who is enrolled in a night class with the approval of the Regional Director. a teacher in a government school undertaking professional studies for teaching purposes in any class not reimbursed by the Department</p>
Raffles and Bingo	<p>Schools: must obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting a raffle or bingo should seek advice from Consumer Affairs Victoria before undertaking any activities involving the consumption or sale of alcohol. need to be aware of both the <i>Liquor Control Reform Act 1998</i> and the <i>Gambling Regulations Act 2003</i>, if the school is considering using liquor as a prize.</p>
Sponsorship and Promotions	<p>School Councils must not enter into sponsorship arrangements with organisations involved with tobacco or alcohol should take into account the views and values of the school community, the school's strategic plan and the educational value of any activities directly involving students in fundraising</p>

- Funds raised by members of the school community will be in accordance with the Regulations.
 - A petty cash advance may be obtained for the activity.
- The Council will cooperate with the Events and Fundraising Subcommittee in planning and conducting fund raising activities.

- For further information about gaming, the school will contact the
Victorian Commission for Gambling Regulation
PO Box 1988, Melbourne 3001
Telephone: 9651-3333
www.vcgr.vic.gov.au
- Please refer also to the school's *Sponsorship Agreements*, *Parent Payments Policy* and financial management documents such as the *Cash Handling Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or when guidelines change (latest DET update early July 2017).

This policy was ratified by the School Council in March 2019

References:

www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx
and The Financial Manual for Victorian Government Schools October 2016

School Specific Procedures

- A Community Events and Fundraising Committee will operate as a subcommittee of School Council and make recommendations to the School Council regarding fundraising activities.
- The Principal will oversee all fundraising operations across the whole school.
- All monies raised will be pooled and used for the benefit of the school as determined by School Council priorities.
- There will be a base budget available to support fundraising. These funds must be replenished before a profit can be declared.
- The Principal and Community Events and Fundraising Committee Chairperson will set the fundraising events and allocate dates on the school calendar.
- There will be one major fundraising event each year outside school hours. Other fundraising events outside of school hours may be suggested
- Where possible, fundraising events will involve students.