



# FUNDRAISING POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Gembrook Primary School Office.

PH: 03 5968 1313

email: [gembrook.ps@education.vic.gov.au](mailto:gembrook.ps@education.vic.gov.au)

## PURPOSE

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

To ensure that Gembrook Primary School conducts fundraising in accordance with department guidelines.

## POLICY

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

School staff, members of the school community, the School Council or the Parents and Friends Association (PFA) may want to undertake fundraising activities for Gembrook Primary School.

Gembrook Primary School encourages all members of our school community to be involved in fundraising initiatives however, participation is always voluntary. School Council welcomes all proposals for fundraising.

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school. All fundraising events should be planned to be profitable and for a specific purpose which is communicated as part of the promotion of the fundraising activity.

At the beginning of each school year, the School Council will approve any school-related fundraising events or activities for the upcoming year. The School Council may approve additional fundraising events or activities, as necessary during the year. Fundraising proposals must be presented to the School Council and be approved prior to commencing. Proposals should be submitted on the 'Fundraising proposal – Gembrook Primary School' form available from the school office. (Saved under Users/PFA/Fundraising proposal)

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*. Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board. Fundraising proposals will ensure that foods with allergens known to cause anaphylactic reactions in some people are eliminated from fundraising activities.

All money raised for the school through fundraising, unless legally otherwise provided for, will be held by the School Council for the general or particular purpose for which it was raised. All profits, losses and transactions associated with fundraising activities will be reported to School Council and the school community.



## Fundraising for Charitable Causes

Gembrook Primary School may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal 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

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Discussed in student forums
- Discussed at staff briefings/meetings as required
- Included in enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual — Financial Management for Schools](#)
- [Fundraising Act 1998](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	School Council
Next scheduled review date	October 2027