

Dorset Primary School No.5132

FUNDRAISING POLICY

PURPOSE

To provide parents/carers and other members of our community with an overview of Dorset PS's approach to fundraising.

POLICY

Fundraising is an important way for Dorset PS to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities and engage with members of the community.

School staff and members of the school community may undertake fundraising activities for Dorset PS. All members of our school community are encouraged to be involved in fundraising initiatives and school council welcomes all proposals for fundraising in written correspondence.

Fundraising is a function of the school council, which must approve all fundraising events. Throughout each school year, the school council will approve any fundraising events or activities for the upcoming year. These events are subject to change depending on the views of the Community and Development sub-committee and the school council.

In deciding whether or not to approve particular fundraising events or activities, the school council will act in accordance with legal requirements, any relevant DET policy or guideline the DET *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

Dorset PS, through 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

- 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

REVIEW CYCLE

This policy was approved by school council in July 2020 and is scheduled for review in 2021.