

 ***Castlemaine Primary School* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fundraising Policy**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Help for non-English speakershttps://lh5.googleusercontent.com/vL83EtQjO_v9d3OXc6mtvUyIn2j8IE81DLlk7PG-qv5meqE--gc-FEMiDgms6KuaElOHOJz4NgsB8aj6AYXA1diO8n0-Wp99Xqx66I_PV4IishpsHtAXyItwol29FR5ez2a32SCG1Xpfy9u8W_3ODZA

If you need help to understand the information in this policy, please contact Castlemaine Primary School on 03 5472 1452 or castlemaine.ps@education.vic.gov.au

**PURPOSE**

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

**POLICY**

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

School staff, SRC and members of the school community may want to undertake fundraising activities for Castlemaine Primary School.

Castlemaine Primary School encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising. All fundraising proposals are to have a clear purpose, timeframe for collecting and expending funds and be approved by the School Council.

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school.

At the beginning of each school year, the School Council will approve any school-related 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.

The school council remains responsible for the acquittal of the funds raised. The funds must be expended based on the original intent.

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*.

In deciding whether or not to approve a fundraising event, the School Council will :

● Consider whether the methods used to raise funds are appropriate; and

● Consider and approve the purpose for which funds are to be raised.

All money raised for the school 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**

Castlemaine 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
* Hard copy available from school administration upon request

**FURTHER INFORMATION AND RESOURCES**

* the Department’s Policy and Advisory Library: [Fundraising Activities (including fetes)](https://www2.education.vic.gov.au/pal/fundraising-activities-including-fetes/policy)
* [Finance Manual — Financial Management for Schools](https://www2.education.vic.gov.au/pal/finance-manual/policy)
* [Fundraising Act 1998](https://www.legislation.vic.gov.au/in-force/acts/fundraising-act-1998/)

**POLICY REVIEW AND APPROVAL**

|  |  |
| --- | --- |
| Policy last reviewed  | Thursday 19th October, 2023 |
| Approved by  | School Council 19/10/23 |
| Next scheduled review date  | October 2026 |