

POLICY TITLE: Fundraising Policy

DATE DEVELOPED: March 2023

REVIEW DATE: March 2024

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

PURPOSE

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

POLICY

Fundraising is an important way for Essendon North Primary School to raise money to be able to deliver additional learning opportunities, programs for students and improve school grounds.

School staff or members of the School Council Community Engagement Committee may want to undertake fundraising activities for Essendon North Primary School.

Essendon North Primary School encourages all members of our school community to be involved in fundraising initiatives and the 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.

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.

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*.

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

Essendon North 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
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

RELATED POLICIES

- Volunteers Policy

FURTHER INFORMATION AND RESOURCES

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

HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	March 2023
Approved By	Kate Barletta
Next Scheduled Review Date	March 2024