

POLICY TITLE: Fundraising Policy

DATE DEVELOPED: February 2021

REVIEW DATE: February 2022

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 and members of the School Council's 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 School Council welcomes all proposals for fundraising.

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

At the beginning of each school year, the School Council will approve any 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 (DET) policy or guideline, and the DET'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, through the 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 the School Council in February 2021 and is scheduled for review in February 2022.

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
3	February 2021	Kate Barletta	Version 3
2	February 2020	Kate Barletta	Version 2
1	February 2019	Scott Mullen	Version 1 developed in alignment with DET Fundraising Policy

**Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.*