

Fundraising Policy

PURPOSE

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

POLICY

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

School staff, members of the school community or the Parents' Committee may want to undertake fundraising activities for Cheltenham East Primary School.

Cheltenham East Primary School encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising from our active Parents Committee.

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 to approve particular fundraising events or activities, the School Council will act in accordance with legal requirements, any relevant Department of Education policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

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

Cheltenham East 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 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 school website
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)

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- [Finance Manual — Financial Management for Schools](#)
 - [Fundraising Act 1998](#)

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 18 September 2024 |
| Approved by | School Council |
| Next scheduled review date | September 2028 |