

FUNDRAISING POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school Policy Leader on 9112 9500 or via email info@footscray.vic.edu.au

PURPOSE

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

CONCEPT

To provide transparent and concise information to the school community about fundraising and work within DET guidelines and the school pillars, UNITY, RESPECT, CREATIVITY, and ENDEAVOUR.

POLICY

Fundraising is an important way for Footscray High School to raise money so that it can, e.g.: deliver additional learning opportunities, programs for students, improve school amenities, etc.

Footscray High School does not support fundraising activities being undertaken within the school to underwrite the costs of excursions or study trips for select groups of students.

School staff, members of the school community, or the Parents' Club [Friends of Footscray High School] may want to undertake fundraising activities for Footscray High School.

Footscray High School encourages all members of our school community to be involved in fundraising initiatives and the school council welcomes all fundraising proposals.

Fundraising is a function of the school council and the council must approve all fundraising events or activities on behalf of our schools, unless this power has been delegated formally to the Principal via School Council

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 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.



EFTPOS

The School has a dedicated Zeller POS terminal that can be used for fundraising activities. A staff member or parent will be designated as responsible person where EFTPOS transactions are likely to occur EG School production Candy Bar, Athletics day BBQ.

- No Refunds will be permitted to be given out via the EFTPOS Terminal

Fundraising for Charitable Causes

Footscray High 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, the 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
- Consideration should be given to the planning of fundraising activities for the year.

Some things to consider are:

- The school council policy for fundraising activities and Tax implications
- Is the profit from the fundraising activities going to be used for a specific program or project?
- Will it be spent in the same year it is raised?
- Profit gained as a result of the fundraising activities will form part of the subprogram budget that has been identified to receive the funds, for example, school equipment, grounds maintenance, etc.
- Seek clarification from Business Manager if there is any uncertainty

FURTHER INFORMATION AND RESOURCES

- [School Policy and Advisory Guide: School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)
 - o *Internal Controls for Victorian Government Schools*
 - o *Cash handling Resources*
 - Cash Handling Best Practice Controls
 - Cash Handling Authorised Form Fundraising Collection (School Document to be used)
 - Cash Handling Authorised Form Ticket Sales Not at Office
 - Cash Handling Authorised Form

REVIEW AND APPROVAL

Policy last reviewed	September 2020
Consultation	School Council - August 2023
Endorsed by	School Council
Endorsed on	August 2023
Mandatory minimum review cycle	3-4 Years
Next review date	August 2027