Fitzroy North Primary School

Fundraising Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Fitzroy North Primary School on 03 9481 5860 or fitzroy.north.ps@education.vic.gov.au.

1. PURPOSE

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

2. POLICY

Fundraising is an important way for Fitzroy North Primary School to raise money so that it can deliver additional learning opportunities and programs for students and improve school amenities. School staff and members of the school community may want to undertake fundraising activities for the school.

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

Fitzroy North Primary School may also 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

3. COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on the school website
- Included in staff induction processes
- Available digitally to staff

- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from the front office upon request

4. FURTHER INFORMATION AND RESOURCES

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

5. POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Consultation	Policy and Curriculum Subcommittee: June 2024
Approved by	School Council: August 2024
Next scheduled review date	2028