



# FUNDRAISING POLICY

## PURPOSE

To provide parents/carers and other members of our school community with an overview of Hopetoun P-12 College's approach to fundraising.

## POLICY

Fundraising is an important way for Hopetoun P-12 College to raise money so that it can deliver additional learning opportunities, improved programs for students and improved school amenities.

The Parents' Club, school staff, members of the school community, the College Council or students may want to undertake fundraising activities for Hopetoun P-12 College.

Hopetoun P-12 College encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.

Hopetoun P-12 College Council must approve all major fundraising events or activities. The Principal has the responsibility to approve small-scale fundraising events such as student casual dress days designed to raise funds for charities or local fundraising. All fundraising events will be reported and minuted by Council.

Applications to hold major fundraising event are to be lodged with the Council at least one week before the monthly business meetings.

At the beginning of each school year, the school council will approve known fundraising events or activities for the upcoming year. Additional fundraising events proposed throughout the year will be considered and approved where appropriate.

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*. Council will consider a range of matters when deciding on approving fundraising events, including the purpose of the fundraising, risks and associated costs, the potential to raise funds, the overall policies, beliefs and principles of the College and the benefits to students, programs and school funds.

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**

Hopetoun P-12 College, through the school council, may also decide to undertake a large-scale fundraiser 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

### Consultation Process

- Policy Committee – September 2022
- School Council – September 2022

## REVIEW CYCLE

This policy was approved by school council on 14/09/2022.