



FUND RAISING POLICY

1. BACKGROUND

Fundraising contributes to the school's ability to provide a diverse range of quality programs and resources, it is an important way for Apollo Bay P-12 College to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities etc.

School staff, members of the school community or the Parents' Club may want to undertake fundraising activities for Apollo Bay P-12 College. Council must approve any fundraising activity on the school's behalf, well before it happens.

2. PURPOSE & AIMS

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

3. IMPLEMENTATION

- 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.
- School Council may raise funds for school purposes by conducting local efforts or amusements.
- All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- The Policy Committee will act as the Fund Raising sub-committee with a core responsibility of recommending appropriate activities to College Council such as the fete, and the Finance sub-committee will have responsibilities including providing advice and recommendations to school council in relation to voluntary contributions, sponsorships and donations.
- All fund raising proposals must have prior approval of the School Council.
- School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations.
- School Council has the potential to hire school facilities to outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use. Such agreements may have insurance implications.
- Any fund-raising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Department of Education prior to entering into any agreements.
- Appropriate sponsorships will be sought from industry and commerce so long as they benefit the school, have educational value, and do not involve associations with undesirable products, services or companies such as alcohol or tobacco products.

- Any fund raising involving raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Commission for Gambling Registration. [Community and Charitable Gaming Application Process and Requirements](#)
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All profits (and losses) associated with fundraising activities will be reported to the wider community.
- All transactions related to fundraising activities will be reported to School Council via the Finance Sub-committee.

Approving a Fundraising Activity

When considering whether to approve a fundraising activity, council should consider

- what type of fundraising activity is planned
- what, if any, risks the fund raising activity exposes the school or public to (for example, does the activity involve physical risks or risks to the school's reputation?)
- what legal requirements apply (for example, a permit to run a raffle might be needed)
- whether reliable estimates of revenue and expenditure have been prepared to ensure that the funds raised will be greater than the costs of running the activity
- what the funds raised will be spent on and how students will benefit?

The Education and Training Reform Regulations 2007 require that:

- council and the parents' club discuss how funds raised will be spent, to determine what is in the best interests of the school
- funds raised for a particular purpose are used for that purpose
- funds raised for the school are held in trust in a separate budget line

Where a member of the College Community, either Staff member, student or parent, wish to raise additional funds to support an existing budget, that person or persons must submit a "request to raise additional funds" to College Council no later than the March Council meeting each year. The request to raise additional funds should stipulate;

- The likely event/activity that will take place and when
- The amount wished to be raised
- Specifically what the additional funds will be used for in addition to the original budget.

Where an opportunity to raise funds for the college arises post the March meeting, and prior to the next scheduled Council meeting, information about the potential fundraising activity must be provided to the Principal who shall communicate this electronically with all Council members for approval to proceed, and this shall be documented at the next Council meeting.

Fundraising for Charitable Causes

Apollo Bay P-12 College, 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
- The SRC should provide College Council with list of potential Charitable Causes for approval at the beginning of each school year.

4. EVALUATION

This Policy will be reviewed as part of the College's three-year review Cycle.

DEFINITIONS: NA

REFERENCES:

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

DATE RATIFIED: Term 3 2017

DATE FOR REVIEW: Term 1 2019

UPDATED TERM 3 2019 30/07/19

Tiffany Holt
Principal

Tamara Gorrie
College Council President

Appendix 1

This table provides guidelines for the different methods of fundraising.

Method	Guidelines
<i>Donations</i>	<p>Primary and Secondary School councils may receive tax deductions only for ATO approved School Building or Library Funds that have been granted Deductible Gift Recipient Status (DGR).</p> <p>Special Developmental School councils may receive tax deductible donations only for ATO approved Deductible Gift Recipient Status (DGR).</p> <p>In both cases the relevant schools will need to issue tax deductible receipts to donors. For further information refer to the Deductible Gift Recipient Funds - Fact Sheet – August 2015</p>
<i>Fund raising for charitable causes</i>	<p>School councils should seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity. Schools:</p> <ul style="list-style-type: none"> • may support charitable appeals • should consider whether the methods used to raise funds for any specific appeal are appropriate.
<i>Hire of school facilities</i>	<p>School councils:</p> <ul style="list-style-type: none"> • may allow the use of school facilities by outside bodies when the facilities are not required for school purposes • is responsible for establishing the terms and conditions of use.
<i>Leasing of space for advertising</i>	<p>For information, see: Advertising on school sites</p>
<i>Other sources</i>	<p>Other sources of financial assistance may be:</p> <ul style="list-style-type: none"> • local government councils • service clubs, such as Apex, Lions and Rotary • businesses and community groups. • philanthropic trusts with an interest in supporting educational projects.
<i>Tuition fees for evening classes</i>	<p>Tuition fees may be charged to students attending evening classes at secondary colleges for extra-curricular subjects and:</p> <ul style="list-style-type: none"> • all tuition fees received are retained by the school • school councils may add a service fee to any approved tuition fee. <p>Tuition fees are not to be charged for:</p> <ul style="list-style-type: none"> • evening classes in academic, bridging or preparatory classes.

- a student in full-time attendance at a government school who is enrolled in a night class with the approval of the Regional Director.
- a teacher in a government school undertaking professional studies for teaching purposes in any class not reimbursed by the Department.

Raffles and bingo

Schools;

- must obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting a raffle or bingo
- should seek advice from Consumer Affairs Victoria before undertaking any activities involving the consumption or sale of alcohol.
- need to be aware of both the *Liquor Control Reform Act 1998* and the *Gambling Regulations Act 2003*, if the school is considering using liquor as a prize.

See: [Alcohol](#)

Sponsorship and promotions

School councils:

- must not enter into sponsorship arrangements with organisations involved with tobacco or alcohol products
- should take into account the:
 - values and views of the school community
 - school's strategic plan
 - educational value of any activities directly involving students in fundraising.

See: [Sponsorship](#)