

Mount Blowhard Primary School **FUNDRAISING POLICY**

PURPOSE

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

POLICY

Fundraising is an important way for Mount Blowhard Primary to raise money so that it can deliver additional learning opportunities at a cheaper cost, improve school amenities, purchase additional equipment, etc. The majority of fundraising events are coordinated through the Parents and Friends, but may be initiated by school staff, members of the school community, Junior School Council or the Parents and Friends' Club.

Fundraising is a function of the school council and school council must approve all fundraising events or activities on behalf of our school.

Procedure for planning fundraising events each year:

- At the end of each year, the P&F president will discuss a proposed calendar of fundraising with the principal, to ensure it aligns with the operational and budgetary planning of the following year. A draft fundraising calendar (from P&F) will be presented to School Council in the November meeting each year, and ratified in the March meeting.
- P&F work with the principal to prioritise what raised funds will be allocated to, for each fundraising activity must have a clear purpose identified, approved and minuted at School Council.
- The fundraising plan will be distributed to the school community at the beginning of each year.
- 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.
- All fundraising events need to have a Fundraising Activity Form (see attached) completed and submitted to school council prior to the event occurring.

The following must be considered when planning a fundraiser:

- When approving fundraising events, School Council meeting minutes must reflect the purpose for which the fundraising is occurring (e.g. Funds raised from the Bunnings BBQ is for the purpose of purchasing new ICT equipment).

- In deciding whether or not to approve particular fundraising events or activities, the school council will act in accordance with legal requirements and any relevant Department of Education and Training policy or guidelines and the Department's Finance Manual for Victorian Government Schools.
- Consideration needs to be made around the interruption and/or impact the activities/events will have on the operation of teaching and learning programs of the school.
- When fundraising events coincide with an operational event (e.g. School Concert) Mount Blowhard Primary School staff members are responsible for the operational organisation of the event, taking into account suggestions from the Parents and Friends' Club and community members. The principal will make the final decision around operational events.
- If it is necessary during the year, the school council may approve additional fundraising events or activities, so long as consideration is made as to how often parents are being asked for monetary contributions.

Fundraising and/or Community events scheduled outside of school hours need to be restricted to a maximum of five per year and dates agreed to by the principal, due to other scheduling issues that may arise. For example, after school staff meetings and Professional Learning Communities need to be cancelled in the weeks of events, so that the 30+8 teaching conditions set out in the 2017 Victorian Government Schools Agreement are adhered to. The cancelling of staff meetings and PLCs have an impact on the teaching staff presenting an effective learning program, as well as achieving goals set out in the school's AIP. At times there may be community events planned offsite that MBPS staff members are not expected to attend. This will be clearly outlined in the proposal.

Fundraising for Charitable Causes

Mount Blowhard Primary, 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

Mount Blowhard Primary currently have a commitment to the Ryder Cheshire Foundation, as part of our global citizenship focus. Fundraising is raised by Junior School Council at the annual walkathon and goes towards our sponsor child. This commitment will be reviewed in line with the MBPS Fundraising Policy.

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

REVIEW CYCLE

Evaluation:

This policy will be reviewed by the School Council's Policy Sub-Committee every 3-4 years as part of the school's review cycle, and then ratified by School Council.

<u>Sub-Committee Reviewed</u>	<u>Ratification Date</u>	<u>Next Review Date</u>	<u>Policy Number</u>	<u>Version</u>	<u>Date Produced</u>
5 th November 2019	28 th November 2019	November 2022	40	2	June 2015



FUNDRAISING ACTIVITY FORM

To be completed for all fundraising activities & submitted to FPA › Finance › School Council.

Name of Fundraising Activity		
Teacher/Person responsible		
Other teachers/personnel involved		
Student group/Students involved		
Purpose of fundraising activity		
Nature of the fundraising		
Date or Start/End date of activity		
Budget Revenue raised from (List all sources and amount expected to be raised e.g. sale of bandanas, or tickets, programs, kiosk or sausages & drinks) Use back if insufficient space.		
	Total	
Expenditure (List all items and expected cost e.g. cost of printing tickets, purchase of drinks, sausages etc.) Use back if insufficient space.		
	Total	
Profit/Loss	(Revenue less Expenditure)	\$
Do you require a float?	Yes	No
Have you arranged this?	Yes	No
Approved by Finance	Signed	Date
Approved by School Council	Signed	Date
OFFICE USE ONLY		
Amount Received \$	Event GST code	Sub Program Code
Total Expenditure \$	Actual Profit/Loss \$	Signed:

