



Fundraising Policy

Rationale

School Council is responsible for how the school raises revenue, over and above the funding provided by the government, to fund improvements to the learning environment. Fundraising contributes to the school's ability to provide improved facilities and a diverse range of quality resources and programs while also fostering a spirit of community participation.

Purpose

To raise funds within the greater school community to continually improve the educational and environmental outcomes for the students of Rosanna Golf Links Primary School.

Definition

"Fundraising Committees" refers to the Rosanna Golf Links Primary School committee in charge of a fundraising activity and may include the Parent's Club, Music Support Group or any committee formed for the purpose of a fundraising activity.

"Fundraising Priority" refers to the School Council identified priorities in order to achieve the Purpose through the RGLPS 5-year Strategic Plan and RGLPS School Master Plan(s).

Implementation

- In line with the *Victorian Education and Training Reform Regulations 2017, Part 4 – Government school councils and parent's clubs, Division 8 – Fundraising for Government schools*, the RGLPS School Council has agreed that fundraising for the school will follow Clause 58 *Fundraising* (1) (b)
 - *the establishment or augmentation of school funds for a particular purpose in relation to the school.*
- In line with the *Victorian Education and Training Reform Regulations 2017, Part 4 – Government school councils and parent's clubs, Division 8 – Fundraising for Government schools*, the RGLPS School Council has agreed that funds raised for the school will follow Clause 59 *Funds to be held in trust*,
 - *Unless the Fundraising Act 1998 otherwise provides, all funds raised for a Government school by fundraising activity must be held by the school council in trust for the general or particular school purpose for which the funds were raised.*
- During Term Four, School Council will consult with a wide group of stakeholders across the school (Students, Families, Teachers, Parent's Club and School Council Sub-Committees) to decide items where funds raised could have the greatest impact in helping achieve the purpose as stated above. The final decision made by School Council for what the funds will be used for, will be called the "Fundraising Goal". The Fundraising Goal will be set each year and will be based on previous year's revenue and the School Council approved fundraising activities for the following year. School council may also choose to approve multi-year fundraising goals.
- School Council will engage in a transparent consultation process and will provide feedback on their final decision to the school community. This will include communication of all considered fundraising goals for the review period and why these were not considered a priority.
- The School Council acknowledges that from time to time that based on school priorities in line with achieving the Purpose, the Fundraising Goal may change. Should such a situation arise after funds have been raised for a previously agreed goal, School Council commits to undertake the following,

- ensure all monies raised for such goal remain held in trust
 - communicate to the School Community the reason(s) why the fundraising goal is no longer a priority
 - seek feedback from the School Community to determine the most appropriate use for the already raised funds
 - determine a suitable alternative fundraising goal based on the community feedback
 - finalise a new Fundraising Goal and communicate this and the reasoning to the School Community
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- The Fundraising Committee(s) and RGLPS School Council work collaboratively each year to develop an annual fundraising plan for the school. This discussion regarding the fundraising plan will normally take place prior to the conclusion of the school year at a designated meeting. All members of the school community, Fundraising Committee(s) and School Council will be encouraged to give their input and attend this meeting. The annual fundraising plan will be submitted to School Council for approval in its first meeting of the year following the appointment of School Councillors and the School Council Executive.
 - All fundraising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
 - The Fundraising Committee(s), will have responsibilities including the co-ordination of the approved fundraising activity, the collection of all monies, documentation of all receipts and expenditures.
 - All purchases relating to all fundraising activities must have a school purchase order completed and approved by the Principal or an Assistant Principal. The purchase order must have the supplier details completed in full.
 - All monies must be counted on school premises by a least two people from the Fundraising Committee.
 - Any fundraising proposals not previously identified as part of the Annual Fundraising Plan will need to be submitted for prior approval of the School Council
 - Appropriate sponsorships and donations 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.
 - When required, any fundraising involving raffles or gambling or alcohol must be undertaken with the appropriate notification and license to the Victorian Commission for Gaming and Liquor Regulation.
 - 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 School Council by the next council meeting following the conclusion of the activity.

Review

This policy will be reviewed as part of the RGLPS review cycle.

