



CAULFIELD PRIMARY SCHOOL

Fundraising POLICY

POLICY NO. 4.2



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office.

Rationale

Fundraising is an important way for Caulfield Primary School 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 and Friends' Club may want to undertake fundraising activities for the school.

Caulfield Primary School encourages all members of our school community to be involved in fundraising initiatives and the School Council welcomes all proposals for fundraising. [amend as appropriate to your school context]

Fundraising is a function of the School Council and Council must approve all school-related 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 and Training 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.

Policy

Fundraising for Charitable Causes

Caulfield Primary School may also decide to 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
- All money raised for a particular charitable cause must be expended only for that specific charitable cause. The school cannot choose to allocate the funds to a different cause.

FUNDRAISING ACTIVITIES

Fundraising activities may be undertaken:

- to establish or augment a school's general funds or,
- for a specific school purpose.

Fundraising activities can be organised by:

- school councils
- Parents and Friends Clubs organised under Part 4, Division 7 of the Education and Training Reform Regulations 2017 (Vic)
- any other member(s) of the school community.

Activity organisers must:

- obtain approval from the school council before conducting any school-related fundraising activity
- obtain approval from the principal before conducting any non-school related fundraising activity
- ensure public liability insurance covers any activities undertaken.

To ensure events are effective and achieve their goals and objectives, the risks to their delivery must be identified and assessed. This should take into account risks in relation to:

- financial handling
- wellbeing and safety
- visitor experience
- infrastructure
- resources.

Important: Schools must manage any incidents or hazards that are identified during fetes or other school fundraising activities in accordance with department policy.

School Council – approving or rejecting a school-related fundraising proposal:

The School Council has responsibility for approving or rejecting a school-related fundraising proposal from the school community.

Before approving or rejecting a fundraising activity proposed by Parents and Friends Club or any other member of the school community, the School Council must consult with its members whether the

activity should be approved. Any discussions about approving or rejecting the fundraising proposal must be minuted.

As part of the school council approval process, it is recommended that the school council and the organising school community member(s), or Parents and Friends Club, discuss how the funds raised will be spent. This is to determine what is in the best interests of the school. The agreed purpose (e.g. install shade sails, upgrade the library books or computers, or to augment school funds) must be included in the minutes of the school council meeting at which the fundraising activity is approved.

Commercial operators:

Where a commercial operator has been engaged there must be a written agreement setting out:

- the terms upon which the school will permit the operator to come onto the school premises and set up their equipment including complying with indemnity and insurance requirements
- the particular service to be provided
- if there is a specific location for the operator to set up
- the financial arrangements.

Wherever possible, the school council, as a legal entity, should enter into written agreements with third parties for the purpose of school fundraising activities, rather than individual members of the school community.

If amusement rides, attractions and fireworks are planned as part of a school fete or other fundraising event, a separate written agreement is required.

[Amusement Rides, Attractions and Fireworks: Policy](#)

Fundraising methods:

Schools and school councils can raise funds for the schools using a variety of methods. The below information provides guidance on some common fundraising methods used at Victorian government schools.

Donations: Schools may receive tax deductible donations if they hold Deductible Gift Recipient status.

Raffles and bingo: If a fundraising activity involves a raffle or bingo or other minor gambling activities with a prize value of \$20,000, permission and instructions must be obtained from the Victorian Gambling and Casino Control Commission.

School fetes or events: Careful consideration must be given to the types of activities to be included at school fetes and other school events.

[CAULFIELD PRIMARY SCHOOL ELECTRONIC FUNDS MANAGEMENT POLICY](#)

[Schools Electronic Funds Management Guidelines](#)

Amusement rides, attractions and fireworks:

The use and operation of amusement rides, attractions and fireworks (including inflatable amusement devices such as jumping castles and slides) in the context of a school fete or other fundraising activity involves additional risks beyond that usually managed in the school environment and requires appropriate risk planning and management.

The Amusement Rides, Attractions and Fireworks policy and procedure specifically address these risks and outline the requirements that must be met by principals, school councils and third-party operators when planning activities that include the hire and operation of amusement rides, attractions and fireworks on school grounds.

Sale of alcohol at school events:

Activity organisers should seek advice from Liquor Control Victoria before undertaking any activities involving the sale of alcohol.

[CAULFIELD PRIMARY SCHOOL ALCOHOL POLICY POLICY](#)

Fundraising event budget:

Prior to any event being conducted schools should prepare a budget using the department's Fundraising Wheel. The Fundraising Wheel will help set out the expected costs and revenue, and indicate the GST options available.

Allocation and use of funds raised:

All funds raised for a government school by fundraising activities must be held by the school council in trust for the purpose for which they were raised.

Any funds raised from a Parents and Friends' club activity must be held in a separate sub-program account in CASES21, and must be held separately from funds used for the club's administrative purposes.

Use of funds raised via fundraising activities- Where funds were raised for the purpose of the general establishment or augmentation of school funds (under regulation 58(1)(a) of the Education and Training Reform Regulations 2017 (the Regulations)), the school council may determine how those funds are spent. Before spending the funds, the school council must consult with the principal as to what is most desirable in the interests of the school. The school council may also consult with Parents and Friends Club or other members of the school community, as appropriate.

Where funds are raised for a particular school purpose (under regulation 58(1)(b) of the Regulations):

- the school council, as trustee, must ensure that these funds are expended only for that specific purpose. The school council will allocate the funds to support the initial scope of identified fundraising. In failing to use funds raised for these specific purpose, the school council is aware that this could be a breach of the school council's duties as trustee of the funds.
- If, as a result of subsequent developments, the agreed purpose for the funds ceases to exist, the school council should contact community.stakeholders@education.vic.gov.au for advice

Communication

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

- Available publicly on our school’s website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Approved by	School Council
Next scheduled review date	July 2025