



SANDRINGHAM EAST PRIMARY SCHOOL

Fundraising Policy

Rationale

Fundraising contributes to our school's ability to provide a diverse range of quality programs and resources. Our school recognises the mutual benefits that can be gained from developing positive and purposeful partnerships with organisations, businesses and the wider school community.

Aims

- To improve student learning, to increase staff development opportunities, and to enhance school resources through a deliberate strategy of developing positive and purposeful partnerships with organisations, businesses and the wider school community.
- To raise sufficient funds to achieve the educational goals of the school.

Implementation

- In accordance with Regulation 8.19 of the Education Regulations 1988, School Council may raise funds for school purposes by conducting local efforts or amusements.
- School Council will have a Fundraising Sub-Committee with a core responsibility of conducting fund raising activities; and a Community Partnerships Sub-Committee to source appropriate grant opportunities.
- The Finance Sub-Committee will have responsibility to provide advice and recommendations to School Council in relation to sponsorships, grants and donations.
- All fundraising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- School Council will be provided with a report of any proposal for fundraising activities. Any pecuniary interests by School Councillors must be declared to School Council at the time of the Sub-Committee's Report.
- All donations, grant submissions, sponsorship and partnership arrangements will be considered by School Council on merit, and decisions will be made on a case-by-case basis.
- Sponsorships will only be sought with organisations where a clear and demonstrable benefit for the students and the school's programs is envisaged.
- Sponsorship, fundraising arrangements and grant submissions must take into account the values and views of the school community, as well as the school's strategic plan and policies.
- Appropriate sponsorships and grants 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.
- Sponsorship arrangements that contain restrictions regarding the school's ability to purchase goods and services freely, or restrict the school's ability to make choices in any way, will be avoided.
- Each individual sponsorship arrangement will be reviewed on an annual basis.
- 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.
- Any fundraising involving raffles must be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All transactions related to fundraising activities will be reported to School Council.

- Local Council and State regulations and permits must be enforced, such as obtaining a food handling licence, alcohol permit, etc.
- A 'busy parents' voluntary contribution is offered as an option for parents as an alternative to taking part in each individual fundraising activity throughout a school year.
- School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations. (see Parent Payments Policy)
- Any fundraising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Manager, DET Property Unit prior to entering into any agreements.
- 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.
- Protocols for communication with sponsors must be approved by the School Principal.

Evaluation

This policy will be reviewed as part of the school's 3 year review cycle unless an issue arises which requires further review.

This policy was last ratified by School Council – September 2019