

FUNDRAISING POLICY

Malvern Central School is fortunate to have many people who actively contribute to organising social opportunities and events, for the purposes of bringing the school community together and /or raising funds for the school. Fundraising contributes to Malvern Central School's ability to provide a diverse range of quality programs for our students. Members of the school community may undertake fundraising activities, to establish or enhance school funds for a particular purpose, if the agreement of School Council is obtained.

Purpose

- To ensure that Malvern Central School conducts fund raising activities within DET guidelines.
- To ensure that our school community is clear about the types of fundraising activities we plan and implement.
- To ensure that all events held to raise funds for Malvern Central School break even and that the school is not out of pocket for any associated expenses.

Implementation

Fundraising is an important way for Malvern Central School to raise money in order to deliver additional learning opportunities, provide learning programs for students, and improve school amenities.

Malvern Central School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes proposals for fundraising. All fundraising activities will be identified as such, and will only involve voluntary participation.

School staff, Students, Members of the School Community and the Parents' Club may want to undertake fundraising activities for Malvern Central School, however Fundraising is a function of the school council, School Council must approve all fundraising events or activities on behalf of our school. (Fundraising for Charitable Causes is considered separately in this policy document – please see below.)

At the beginning of each school year, the School Council must approve a Calendar of fundraising initiatives, events or activities for the upcoming year. If it is necessary during the year, the School Council may approve additional fundraising initiatives, events or activities, or determine not to proceed with previously approved initiatives, events or activities.

All fundraising initiatives, events or activities require an Event Brief Template and Event Budget Template to be completed and submitted to School Council, no less than 6 weeks prior to the initiative, event or activity being held (templates are embedded in this document). School Council must specifically approve the initiative, event or activity in order for it to proceed. School Council has a minimum requirement that any fundraising activity (or social event held in the school's name) will not incur any out of pocket expenses.

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. The dispersion of funds raised by any group within the school community is at the discretion of the School Council. Input from the school community will be sought for the bigger key events. The School Council welcomes input from the school community as to areas or items for which fundraising is desirable.

School Council may establish a Fundraising sub-committee with a major responsibility of conducting fundraising activities, and a Finance sub-committee which will have responsibilities including providing advice and recommendations to School Council in relation to voluntary contributions, sponsorships and donations.

All transactions related to fundraising activities will be reported to School Council.

Engagement with Parents' Club – Calendar of Events, Event Brief and Event Budget

Malvern Central School has a very strong history of parent involvement with the wider school community. This creates a strong school community of students, staff, parents, carers and families. Parents' Club is a major source of Fundraising activity for the school, focusing on social events for students, parents and families. The School Council highly values the input and enthusiasm of our Parents' Club, and seeks to work collaboratively to ensure the best possible fundraising outcomes for the school.

Parents' Club members (or any person or group) wishing to run an event for, or in the school's name, are asked to follow the procedures below:

- The MCS Parents' Club will compile a Calendar of Events for fundraising each year.
- School Council will be required to endorse the Calendar of Events in consultation with the Parents' Club Council Representative annually. However, other events may be planned in addition to these and will be considered and endorsed by Parents' Club and School Council accordingly.
- During Term 4 of the preceding school year, all school community members are invited to attend a Parents' Club meeting for the purpose of planning the following year's events. At this meeting suggestions for events are raised and a plan for that year is determined and prepared for endorsement by the School Council.
- Notwithstanding the above, any ideas for fundraising events which arise during the course of the year must be discussed with the Parents' Club Council Representative and Principal to have them timetabled onto the school calendar. Approval for new events needs to be sought from the School Council by Parents' Club.
- Organising teams are established to coordinate the events. Coordinators of each team will be invited to attend a meeting with the Principal and the Parents' Club representative on School Council to discuss planned fundraising events and activities for the year.
- Proposals for fundraising events need to indicate a draft budget, including the likely potential financial gain for the school, and to outline any potential risk. The MCS Event Brief Template and Event Budget Template are to be completed and submitted to School Council for approval.
- The Principal and Parents' Club representative in conjunction with the events coordinators will timetable these events in view of the school calendar and other fundraising proposals and ideas.
- All Events are subject to the Malvern Central School Alcohol at School Events Policy.

Malvern Central School may engage in a number of other methods of raising money for the school or outside organisations – some examples of where else the School may raise funds are below:

Sponsorship - Appropriate sponsorships will be sought from our local community or commercial organisations 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 – please refer to the Malvern Central School Sponsorship Policy for further information.

Hire or Licence of School Facilities - 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. Please refer to the Hire or Licence of School Facilities Policy for further information.

Donations - School Council may seek voluntary contributions from parents in accordance with departmental requirements and expectations. School Council will comply with the Australian Taxation Office (ATO) requirements regarding specific donations, and only advise donors that a donation is tax deductible when ATO approval is received, and Malvern Central School must provide an official receipt.

Fundraising for Charitable Causes - Malvern Central School has a proud history of raising funds for Charitable Causes. Our Students are community minded and may decide to raise funds for an organization or contribute to a fundraising appeal.

The Principal Class Officers (by delegation of the School Council) may decide or approve to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, they 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;

Further Information and Resources

- **School Policy and Advisory Guide:**
<https://www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx>
- **Fundraising in Victoria:**
<https://www.acnc.gov.au/https://www.acnc.gov.au/fundraising-victoria>
- **School Financial Guidelines:**
<https://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx>
 - *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

This policy was approved by school council on [insert date] and is scheduled for review in [month/year].

This policy was last ratified by School Council in: