FUNDRAISING POLICY

Fundraising is designed to supplement the income of the school in order to support the purchase of resources and to subsidise a range of student activities. It also gives parents and community members the opportunity to participate in the life of the school in a meaningful way. Through fundraising, students develop social awareness and it gives the school the opportunity to support significant charities.

School staff, members of the school community and the Parents’ & Friends Association undertake fundraising activities for MEC.

MEC encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.

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

At the beginning of each school year, the school council will approve any fundraising events or activities for the upcoming year, including the amounts of the change floats required. 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 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.

FUNDRAISING FOR CHARITABLE CAUSES

MEC, 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

GUIDELINES

All fundraising activities need to:

- Be coordinated across the school and approved by the Principal or their nominee. This includes internal and external fund raising
- Reflect the school values and be consistent with other MEC and Department of Education and Training (DET) policies. Chocolate and confectionery fundraisers are not permitted (internal and external) due to the requirements of the Food Services Policy. Note: the only exception to this is the annual Parent and Friends Association Easter Raffle where chocolates may be included in the prize/s.
- Provide applications for fundraising and these are to be lodged with the fund raising coordinator in a timely manner
- Be supervised by a staff member who is responsible for the proposed activity
- Be subject to due diligence by the coordinator of the activity. This includes financial viability, insurance, statutory permits, permissions and safety
- Meet current, relevant legislative requirements and guidelines. Raffles and similar activities must follow the instruction and permission of the Raffles and Bingo Board.
- Maximise student and parental involvement in the wider activities of the school to build a positive school culture
- Develop a community commitment to the school and reflect the schools commitment to the community
- Improve the physical environment and supply additional learning resources within the school
- Provide opportunities for all students to participate and contribute to school activities
- Increase equity for students that will allow wider participation in school events
- Clarify the fund raising responsibilities, organisation, calendar and targeted activities
- Coordinate, through the development of a fund raising calendar, the nature and timing of activities, ensuring the demands on the school and the community are balanced. This is critical to the success of fund raising.
- Ensure that approaches to the community and supporting organisations are carried out in a professional and consistent manner.

Please note:
- All major fund raisers will need to be evaluated on their merits and approved by school council.
- There will be a limit of two Out of Uniform days per year. These will be in the final weeks of Term 1 and Term 3. Funds raised will go to the Royal Children’s Hospital (Term 1) and State School’s Relief (Term 3) unless otherwise approved by the School Council Finance / Executive committee.

Supporting Documents:
- The fundraising application form
- The fundraising procedure
- The fundraising checklist

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 PERIOD
This policy was last updated on Wednesday 26th June 2019 and is scheduled for review as part of the school’s annual review cycle.

Signed:

[Signature]

Paul Rumpff  
School Council President  

Date: 26.6.19