



FUND RAISING

PURPOSE

To enhance the quality and variety of the educational environment.

GUIDELINES FOR IMPLEMENTATION

- In accordance with Education Regulations, School Council may raise funds for school purposes by conducting local activities.
- All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- Any fund raising involving raffles or bingo must be undertaken with the permission and under the instructions of the Raffles and Bingo Permits Board.
- All fund raising activities will be identified as such, and will only involve voluntary participation.
- All profits (and losses) associated with fund raising activities will be reported to the wider school community.
- All transactions related to fund raising activities will be reported to and approved by School Council.
- School Council will be responsible for fundraising. The specific purpose will be minuted at the relevant School Council meeting
- Fund raising projects should be realistic and achievable within a reasonable time frame.
- School Council will be responsible for all fund raising activities of the school including the Applefest and/or other major fund raising events.
- School Council will prepare a fund raising plan for the school year, taking account of opportunities which may arise during the year. It must be approved by School Council.
- Each fund raiser must be analysed/ reviewed to determine viability as a fund raiser.
- All fundraising activities will be reported directly to School Council.
- School Council welcomes ideas from members of the school community and/or invites input for special activities.
- School Council will raise the profile of fund raising by actively promoting it through the school newsletter and other means such as a fund raising update.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.

Adopted by School Council – August 2011