



<b>FUNDRAISING POLICY Kinglake West Primary School</b>		
<b>Policy Implementation Date August 2021</b>	<b>Review Date July 2021</b>	<b>Responsible for Review Finance Committee Fundraising Committee</b>

### **Purpose:**

To provide parents/carers and other members of our school community with an overview of Kinglake West Primary School's approach to fundraising.

### **Scope:**

This policy applies to all fundraising events at the school.

Fundraising is an important way for Kinglake West Primary School to raise money so that it can deliver additional learning opportunities, programs for students, and improve school amenities. School staff, members of the school community or the Parents' and Fundraising subcommittee of the school council may want to undertake fundraising activities for Kinglake West Primary School.

Kinglake West Primary School encourages all members of our school community to be involved in fundraising initiatives where applicable and school council welcomes all proposals for fundraising.

### **Guidelines for Implementation:**

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.

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.

School staff, members of the school community or Parents at West (PAW) may want to undertake fundraising activities for Kinglake West Primary School.

Kinglake West Primary School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.

### **Fundraising for Charitable Causes**

Kinglake West Primary School, 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

### **Related Policies/Documents:**

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