



MALVERN VALLEY PRIMARY SCHOOL

FUNDRAISING POLICY

RATIONALE

Fundraising is an important way for Malvern Valley Primary School (MVPS) to raise money for the benefit of the school, in order that it can deliver additional learning opportunities, programs for students, improve school amenities, etc. School staff, members of the school community, or the Parents' Association may want to undertake fundraising activities for MVPS. MVPS encourages all members of the school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising.

AIMS

To provide parents/carers and other members of our school community with an over-view of MVPS approach to fundraising.

IMPLEMENTATION

Fundraising is a function of the School Council and all fundraising events or activities must be approved by Council. Where fundraising is for charitable causes the Principal may approve the event, following which School Council must be informed.

- 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 to approve 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.

1.1 FUNDRAISING FOR CHARITABLE CAUSES

MVPS, through the School Council, may also decide to fundraise for charitable causes. In deciding whether to fundraise for a particular charitable cause, School Council or the Principal 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.

REFERENCES

- 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

EVALUATION

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

APPENDIX

Nil

RATIFIED BY SCHOOL COUNCIL: 2018
TO BE REVIEWED: 2021