



Somerville Secondary College Fundraising Policy

PURPOSE

To provide parents/carers and other members of our school community with an overview of Somerville Secondary College's approach to fundraising.

POLICY

School staff and members of the school community may want to undertake fundraising activities for Somerville Secondary College.

Somerville Secondary College 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. 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. 50% of funds raised on "Casual Dress Days" will be allocated to support Student Leadership activities and the remainder to be identified for social service or charitable project/s.

The College Board will seek voluntary contributions from parents in accordance with departmental requirements and expectations.

The College Board has the potential to hire College facilities to outside bodies when the facilities are not required for College purposes and also have the responsibility to establish the terms and conditions of use. Such agreements may have insurance implications.

Any fundraising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Manager, Property Unit prior to entering into any agreements.

Appropriate sponsorships will be sought from industry and commerce so long as they benefit the College, have educational value, and do not involve associations with undesirable products, services or companies such as alcohol or tobacco products.

Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board.

All fundraising activities will be identified as such, and will only involve voluntary participation.

All profits (and losses) associated with fundraising activities will be included in reports to the school community through the College newsletter and broader media where appropriate.

Fundraising for Charitable Causes

Somerville Secondary College, 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

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 CYCLE

This policy was ratified and endorsed by School Council February 2021 and is scheduled for review in February, 2022.