



# 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.

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

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

- This policy will be communicated to our school community in the following ways:
- Available publicly on our school's website
- Hard copy available from school administration upon request

## 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

## POLICY REVIEW AND APPROVAL

Policy reviewed	February 2023
Approved by	School Council
Next scheduled review date	February 2024