

# FUNDRAISING

## POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 0177 or email on [merri.creek.ps@education.vic.gov.au](mailto:merri.creek.ps@education.vic.gov.au)

### Purpose:

To provide parents/carers and other members of our school community with an overview of Merri Creek Primary School's (MCPS) approach to fundraising.

### Policy:

Fundraising is an important way for MCPS to raise money so that it can perform functions including delivering additional learning opportunities, or programs for students, and improving school amenities.

School staff, members of the school community may want to undertake fundraising activities for MCPS.

MCPS encourages all members of our school community to be involved in fundraising initiatives. Proposals for fundraising will be considered by the School Council, initially through the Community Relations sub-committee.

At the beginning of each school year, the School Council will approve any school-related 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 for the school 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.

### **Fundraising for Charitable Causes**

MCPS may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the School Council /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.

### Communication:

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook
- Hard copy available from school administration upon request.

### Further Information and Resources:

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

## Review Cycle:

Policy last reviewed	August 2024
Approved by	School Council 14th August 2024
Next scheduled review date	August 2028

This policy will be reviewed in:

**August 2028**