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| <b>Policy Title</b>  | Fundraising Policy |                       |           |
| <b>Date approved</b> | 09/02/2021         | <b>Review Date:</b>   | Feb. 2024 |
| <b>Revision No:</b>  | 1                  | <b>Revision Date:</b> | Feb. 2023 |

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## PURPOSE:

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

## POLICY:

Fundraising is an important way for Reservoir High School to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities etc].

School staff, members of the school community or the School Council may want to undertake fundraising activities for Reservoir High School.

Reservoir High School 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 school-related fundraising events or activities on behalf of our school.

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**

Reservoir High 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

## **COMMUNICATION**

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

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings

## **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:**

This policy will be reviewed as part of our schools 3 year review cycle.