



Grey Street  
Primary School Traralgon

# Grey Street Primary School Policy

## Fundraising

Ratified by School Council: August 2023

Next Review: August 2026

Our purpose is to empower resilient learners to think critically, actively problem solve, be respectful and positively contribute to their world.

At Grey Street that means that we are all active and resilient learners, who learn in different ways. We challenge and support each other with our learning through setting goals, working persistently, problem solving, using feedback and reflecting on our progress. We value a culture of collaboration and mutual support that is focused on achieving success for all staff, students and members of the school community.

At Grey Street Primary School we are committed to maintaining a safe and inclusive environment for everyone, everywhere, all of the time.



### Help for non-English speakers

If you need help to understand the information in this policy please contact Grey Street Primary School.

### Purpose

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

### Policy

Fundraising is an important way for Grey Street Primary School to raise money so that it can provide additional funds to the school to improve school amenities, purchase additional learning items such as books, instruments or information technology supports, etc.

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.



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## **Implementation:**

The School Council will review/approve a list of fundraising activities. This will occur at the beginning of the year when School Council committees are formed.

Fundraising activities may be undertaken:

- to establish or augment a school's general funds; or
- for a specific school purpose.

School council must approve allocation of fundraising proceeds before spending (e.g. installing shade sails, upgrading library books or computers). The funds raised must be held in a separate sub-program in CASES 21, and must be held separately from funds used for fundraising administrative purposes.

All fundraising activities will be identified to the school community as such, and will only involve voluntary participation. Any profits (and losses) associated with fundraising activities will be reported to the wider community and all transactions related to fundraising activities will be reported to School Council.

Unless the Fundraising Act 1998 otherwise provides, all funds raised for a Government school by fundraising activities must be held in the relevant sub-program account by the school council in trust for the purpose for which they were raised.

Grey Street Primary School must not enter sponsorship arrangements with organisations involved with tobacco or alcohol products.

When considering sponsorship, the school should take into account the:

- values and views of the school community
- school's strategic plan
- educational value of any activities directly involving students in fundraising.

The school must obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting a raffle or bingo.

The school should seek advice from Consumer Affairs Victoria before undertaking any activities involving the consumption or sale of alcohol and need to be aware of both the Liquor Control Reform Act 1998 and the Gambling Regulations Act 2003, if the school is considering using liquor as a prize.

## **Fundraising for Charitable Causes**

Grey Street Primary School, through the Junior School Council and class based projects (eg. Fighting extinction), 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



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- 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
- Hard copy available from school administration upon request
- Hard copy included in Kinder to Prep transition packs.

## **Further information and resources**

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

Policy last reviewed	August 2023
Approved by	School Council
Next scheduled review date	August 2026

## **POLICY REVIEW AND APPROVAL**