Sunshine Heights Primary School
Fundraising Policy

Purpose:

Many schools engage in fundraising activities and it is part of council’s role to consider and manage any financial and reputational risks that could arise, and to ensure that all legal requirements are met.

This policy is designed to support The Fundraising team in their fundraising efforts and to clarify the fundraising responsibilities, organization, calendar, fundraising target and resource allocation across the School. The nature and timing of activities, the balance of demands on the school, volunteers and the broader community and the sharing of resources are critical to the success of the school’s fundraising efforts.

IMPLEMENTATION:

The Fundraising team will invite submissions for fundraising event ideas from all parties in the school. This will be clearly communicated via the school newsletter by the end of the month in October each year. Submissions will also include suggestions on how funds raised could be spent by the school.

Fundraising events should be shortlisted by taking into account a broad range of factors including the potential profit, effort required from volunteers and staff, risk and alignment to the school mission, vision and values. The short-listing of fundraising events will occur in a meeting that will be scheduled in the first week of November. This includes a suggested short list of ways in which the funds raised could be spent. Note: School Council will determine the use of yearly fundraising profits. The Principal (Principal delegate) will assist with the review of fundraising proposals.

A draft fundraising calendar of events will be developed each year in the second week of November taking into consideration the nature and timing of activities, the balance of demands on the school and the broader community and the availability of fundraising volunteers. The calendar will provide adequate notice, planning time and opportunity for all areas of school life and aim to achieve the annual target set through the school budgeting process.

The fundraising calendar and priority of how funds will be spent will be approved by School Council at the School Council meeting in November and advertised broadly to the school community from December via the newsletter.

All fundraising events will be run as Input Taxed Events and minuted at School Council as such.

Appropriate sponsorships will be sought from industry and commerce as long as they benefit the school, have educational value and promote desirable products, services and companies.

The Fundraising team will manage a master list of businesses and industries which may be approached for donations and ensure that each group is asked only once each year and that each is officially thanked for their support.

All fundraising activities should encourage school and broader community participation.

All Fundraising revenue will be receipted into the Sunshine Heights Primary School Official Account using a designated sub program on CASES21. All expenditure will be paid from the Sunshine Heights Primary School Official Account using the same sub program.

All fundraising events must be self-resourcing.
All fundraising events must have appropriate internal control mechanisms, a specific purpose and leader. Appropriate fundraising targets may be required for particular functions.

Reliable estimates of revenue and expenditure need to be prepared to ensure that the funds raised will be greater than the costs of running the activity.

All profits and losses associated with fundraising activities will be reported to School Council.

The Fundraising team will keep the annual target under review and report progress periodically to Council and the community via the school newsletter. This includes a Fundraising report to be provided to School Council every term.

Legal requirements apply to all fundraising events.

School Council will determine the use of yearly fundraising profits.

**ASSESSING FUNDRAISING PROPOSALS:**

Council must approve any fundraising activity on the school’s behalf, well before it happens.

When considering whether to approve a fundraising activity, council should find out:

- What type of fundraising activity is planned
- What, if any, risks the fundraising activity exposes the school or public to (for example, does the activity involve physical risks or risks to the school’s reputation?)
- What legal requirements apply (for example, a permit to run a raffle might be needed)
- Whether reliable estimates of revenue and expenditure have been prepared to ensure that the funds raised will be greater than the costs of running the activity
- What the funds raised will be spent on and how students will benefit?

Council can approve the activity if it is comfortable with the answers to these questions. If it is not, it must establish a sub-committee to recommend whether the proposed activity should be approved. This committee must consist of:

- the principal
- the president or president’s nominee (who will chair the committee)
- one other councillor
- 2 representatives of the club or group who have proposed the fundraising activity

The *Education and Training Reform Regulations 2007* require that:

- council and the fundraising team discuss how funds raised will be spent, to determine what is in the best interests of the school
- funds raised for a particular purpose are used for that purpose
- funds raised for the school are held in trust (separately identified and accounted for) by council
- School Council oversee the functioning of the Fundraising Team

**Procedure once a fundraising activity has been approved by school council:**

- Provide Business Manager with details of the fundraising event.
- Provide Assistant Principal of details of the fundraising event – Assistant Principal will promote the event to the whole school community - in the newsletter, to staff and via the website.

**Note:** Assistant Principal will not be required to attend fundraising team meetings unless requested to by the fundraising team.

**MEETINGS:**

In February each year the Principal will invite parents to become members of a Fundraising committee. This will include preferred meeting times and days.

The Principal will notify the school community of the names of the Fundraising team and the date and time of the first meeting, while taking into considerations the suggestion from the team.
The fundraising committee will develop a meeting schedule for each year. The time and day that the team meets will be dependent on the commitments of the team.

CONVENOR OF THE FUNDRAISING TEAM

When inviting Parents to become members of the fundraising team, the Principal will also seek expressions of interest from parents that would also be willing to be the convenor of the committee for the year. If there is more than one convenor then a vote will occur. A member of school council that is not a member of the fundraising team will oversee the process.

The role of the convenor of the Fundraising Team includes:

- Overseeing all fundraising events
- Ensuring that membership is open to all parents
- Ensuring that details of the fundraising policy is implemented
- Developing an email list of all members
- Creating an agenda for each meeting that will be emailed to all team members one week prior to each meeting
- Seeking input from team members for agenda items

The convenor’s role concludes at the end of each school year.

EVALUATION:

This policy will be reviewed as part of the school’s three-year review cycle. School Councils are responsible for how the school raises revenue (over and above the funding provided by the government) to fund improvements to the learning environment.

Ratified by School Council in October 2013

To be reviewed: 2016