



Aberfeldie Primary School

Fundraising Policy



Help for non-English speakers

If you need help to understand this policy, please contact 9337 8917.

Purpose

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

Policy

Fundraising is an important way for Aberfeldie Primary School to raise money so that it can improve school amenities and resources. School staff, members of the school community or the Fundraising Sub – Committee of School Council may want to undertake fundraising activities for Aberfeldie Primary School. Aberfeldie Primary School encourages all members of our school community to be involved in fundraising initiatives and the school council welcomes all proposals for fundraising. These proposals will be considered by the Fundraising sub-committee before being presented to the School Council.

Fundraising is a function of the school council and council must approve all fundraising events or activities on behalf of our school.

By December's meeting each 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 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 in trust by the school council for the general or particular purpose for which it was raised.

Fundraising for Charitable Causes

Aberfeldie Primary 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.

Fundraising Approval Procedure

Stage	Requirements	Check
Stage 1 - Fundraising Idea	A member of the school community can propose an idea for fundraising, ideally the year prior to the event. The idea must be in the best interests of the school and reflective of the school's goals and objectives. The community member communicates the idea to the convenor of fundraising and/or subcommittee.	
Stage 2 - Initial Approval	The fundraising subcommittee takes the idea to the School Council for initial approval. The School Council will hear the idea, along with the purpose to support decision making. The School Council will either approve or reject the initial proposal, taking in a range of considerations.	
Stage 3 - Detailed Plan	<p>If approved, the subcommittee is to create a detailed plan (using the school template) to present back to the School Council. This plan includes:</p> <ul style="list-style-type: none"> ● A draft budget using the DE GST Fundraising Wheel ● Expenses, revenue and predicted profit ● Costs of any tickets or community expenses ● A proposed date and time ● A timeline of the event ● Any predicted reimbursements ● Any sponsorships involved ● The considerations of alcohol in line with the Department of Education policy and the Liquor Control Reform Act 1998 (Vic) 	
Stage 4 - Final Approval	The fundraising committee is to present the detailed plan to the School Council for the final motion of approval. The School Council, together with the Principal, has responsibility for approving or rejecting a school-related fundraising proposal from the school community.	
Stage 5 - Financial Processes	The sub-committee convener provides the Business Manager with the draft budget, including all expenses and costs. Each individual expense must be approved by the Business Manager using the Department purchase order process prior to any payments being made by a staff or community member (this includes all reimbursements).	
Stage 6 - Advertising	The sub-committee or working group creates advertisements and communications inline with the APS Style Guide and Brand Suite. All communications and advertisements (posters/social media images) are to be approved by the Principal Class prior to distribution.	

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

[Sponsorship Policy 2018](#)

Review Cycle

POLICY REVIEW AND APPROVAL

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