



ASCOT VALE PRIMARY SCHOOL

FUNDRAISING POLICY

Passed by SC December 2016

Purpose

The purpose of fundraising at Ascot Vale PS is to contribute to the school's ability to provide a diverse range of quality programs and to improve upon the school's amenity. The nature of fundraising events also plays a key role in developing positive community connections with the school.

Implementation

- In accordance with the Education and Training Reform Regulations 2007, school council may raise funds for school purposes by conducting local fundraising activities.
- A fundraising committee will be established at Ascot Vale PS and a co-ordinator appointed. This committee will have the core responsibility for planning the yearly fundraising calendar of events and for conducting all fundraising activities in accordance with relevant school and DET policies.
- Efforts will be made to provide a balance of events across the school year.
- The fundraising committee co-ordinator will be provided with a handbook containing current DET and school policies and guidelines.
- The fundraising committee will report directly to the finance sub-committee of school council at least three times per year.
- Fundraising events will have a specific purpose so that contributors understand the purpose of the activity.
- The finance sub-committee of school council will have responsibilities including providing advice and recommendations to school council in relation to voluntary contributions, sponsorships and donations and will recommend fundraising activities for approval by school council.
- All fundraising proposals must have prior approval by the School Council.
- The *Schools financial policy and guidelines* will be adhered to in relation to
 - Financial arrangements for school community associations
 - Fundraising
 - Internal control measures
 - Receipting and banking. Including money received away from the general administration office
- Fundraising methods and guidelines relating to the following will be adhered to:
 - Cooperatives
 - Donations
 - Fundraising for charitable causes
 - Hire of school facilities
 - Leasing of space for advertising

- Other sources (such as, local government councils, service clubs, businesses and community groups and philanthropic trusts)
- Tuition fees for evening classes
- Raffles and bingo
- Sponsorship and promotions
- Alcohol sales and consumption
- School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations.
- Community participation in fundraising activities will be on a voluntary basis.
- All profits (and losses) associated with fundraising activities will be reported to the finance committee of school council.
- All transactions related to fundraising activities will be reported to School Council via the finance committee.

EVALUATION

This policy will be reviewed regularly as part of the school's four-year review cycle.

Fundraising Handbook

Purpose

The School Council of Ascot Vale PS greatly appreciates the contributions of the school fundraising committee and acknowledges the tremendous impact locally raised funds have on improving the school's amenity and opportunities to enhance student learning. This committee also plays a key role in building strong community connections with the school. This handbook has been developed to assist the Ascot Vale PS fundraising committee to plan and implement fundraising activities in accordance with Department of Education and Training (DET) policies and guidelines.

The following table provides a summary of school and departmental policies, guidelines, tools and links pertaining to fundraising in Victorian Government schools.

Date: November 2016

Ascot Vale PS Fundraising Policy	Provides overview and governance arrangements for fundraising at Ascot Vale PS.
School Generated Funding - DET Policy http://www.education.vic.gov.au/school/principals/spag/finance/pages/generatedfunding.aspx	DET Fundraising methods and guidelines pertaining to the following are provided: <ul style="list-style-type: none"> • Cooperatives • Donations • Fund raising for charitable causes • Hire of school facilities • Leasing of space for advertising • Other sources (such as, local government councils, service clubs, businesses and community groups and philanthropic trusts) • Tuition fees for evening classes • Raffles and bingo • Sponsorship and promotions • Alcohol sales and consumption
Schools financial policy and guidelines - DET http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx	This comprehensive document sets out to ensure proper accounts and records of financial operations and the financial position and operation of the council are retained.
FORMS The following forms pertaining to cash handling are available at this link: http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx	Cash Handling Best Practice Controls http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingBestPracticeControls.docx Cash Handling Authorised Form Fundraising Collection http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormFundraisingCollection.docx

	<p>Cash Handling Authorised Form Sale of Items http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedformSaleofItems.docx</p> <p>Cash Handling Authorised Form Ticket Sales Not at Office http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormTicketSalesNotatOffice.docx</p> <p>Float Collection Authorisation Form http://www.education.vic.gov.au/Documents/school/principals/finance/FloatCollectionAuthorisationForm.docx</p> <p>AVPS Reimbursement Form</p>
<p>Advertising on School Sites – DET Policy https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/_layouts/15/WopiFrame.aspx?sourcedoc=/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/Advertising_on_School_Sites_Policy.docx&action=default&DefaultItemOpen=1</p> <p>NB, this link is password protected</p>	<p>This policy</p> <ul style="list-style-type: none"> • provides an overview of the policy for advertising on school sites • outlines the roles and responsibilities of schools, the Department and other key stakeholders • provides the criteria to adhere to when entering into an agreement to accept advertising on school sites, including content and structural integrity
<p>Donations For further information refer to the Deductible Gift Recipient Funds - Fact Sheet – August 2015 https://edugate.eduweb.vic.gov.au/Services/Finance/School%20GST%20Documents/Deductible%20Gift%20Recipient%20Funds.docx</p> <p>NB, this link is password protected</p>	<p>Primary and Secondary School councils may receive tax deductions only for ATO approved School Building or Library Funds that have been granted Deductible Gift Recipient Status (DGR).</p> <p>Special Developmental School councils may receive tax deductible donations only for ATO approved Deductible Gift Recipient Status (DGR).</p> <p>In both cases the relevant schools will need to issue tax deductible receipts to donors.</p>
<p>Alcohol – DET Policy http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx</p>	<p>This policy explains when alcohol can and cannot be consumed:</p> <ul style="list-style-type: none"> ▪ on school premises ▪ at school functions off the school premises ▪ during school hours ▪ during school camps or excursions
<p>Raffles and Bingo</p>	<p>Schools;</p>

<p>Victorian Commission for Gambling Regulation, Level 5, 35 Spring Street, Melbourne 3000. The website for the authority is located at www.vcgr.vic.gov.au</p>	<ul style="list-style-type: none"> • must obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting a raffle or bingo • should seek advice from Consumer Affairs Victoria before undertaking any activities involving the consumption or sale of alcohol • need to be aware of both the <i>Liquor Control Reform Act 1998</i> and the <i>Gambling Regulations Act 2003</i>, if the school is considering using liquor as a prize
<p>Sponsorship http://www.education.vic.gov.au/school/principals/spag/community/pages/sponsorship.aspx</p>	<p>This policy explains the rules around helping schools to maximise sponsorship opportunities.</p>
<p>Safe Food Handling – DET Policy http://www.education.vic.gov.au/school/principals/spag/governance/Pages/foodhandling.aspx</p>	<p>The purpose of this policy is to ensure school food premises are operated safely and food is handled appropriately.</p>
<p>Canteen Guidelines http://www.health.gov.au/internet/main/publishing.nsf/Content/5FFB6A30ECE9321CA257BF0001DAB17/\$File/Canteen%20guidelines.pdf</p>	<p>The NHSC <i>Guidelines</i> have been designed specifically for use in school canteens, they may also be used in the context of other school activities where food is provided or sold. This could include events such as fundraisers, class parties, school camps, school fetes, sporting carnivals and school dances and social events. When using the guidelines and resources, any other arrangements set out in state, territory and federal regulations will also need to be met.</p>
<p>Community group fundraisers https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers</p>	<p>In Victoria, food safety requirements are based on the type of food you are selling. The fact that you are a community group having a food fundraiser does not change your obligations to keep food safe.</p> <p>Community groups need to know their food premises classification under Victoria's <i>Food Act 1984</i>, and the obligations that go with that classification. You will need to register your food fundraiser with council, or notify them, depending on your situation.</p> <p>If you are planning a community group food fundraiser, you will need to know what to do.</p>
<p>High Risk Foods https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-</p>	<p>Food safety for community groups planning to sell perishable foods at a fundraiser, including sandwiches, curries, scones with jam and cream and other high risk foods.</p>

groups/community-group-food-fundraisers/food-fundraisers-class-2-high-risk-foods	
Hamburgers https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-3-hamburgers	Information for community groups selling hamburgers to raise funds.
Food fundraisers class 4 – cake stalls https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-4-cake-stalls	Food safety for community groups planning to have a cake stall fund raiser
Food fundraisers class 4 sausage sizzles https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-4-sausage-sizzles	Information about food safety for community groups planning to have a sausage sizzle fundraiser.
Temporary and mobile food premises template https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers	Some community groups can use the <i>Community groups temporary and mobile food premises template</i> – class 2 if they fit specific criteria
Food safety tips Class 4 Premises Cake stalls https://www2.health.vic.gov.au/Api/downloadmedia/%7BEB548DA7-52B9-45B8-B465-22D041EA8AC7%7D	Provides information about: site details, preparing food, transport, records, storage, hygiene, display, allergies and intolerances