



Ascot Vale Primary School Fundraising Policy

Approved by SC 25th March 2019

Purpose

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

Policy

Fundraising is an important way for Ascot Vale Primary School to raise money so that it can 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.

School staff or members of the school community may wish to undertake fundraising activities for Ascot Vale Primary School.

Ascot Vale Primary School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes proposals for fundraising via the Ascot Vale PS Fundraising Committee or Parent Rep team.

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.

Fundraising for Charitable Causes

Ascot Vale 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

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.

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

Review cycle

This policy was approved by school council on 25th March 2019 and is scheduled for review in February 2022.



ASCOT VALE PRIMARY SCHOOL
No.2608

Ascot Vale PS **Fundraising Handbook**

Approved by SC on 25th March 2019

Purpose

This handbook has been developed to assist the Ascot Vale PS fundraising committee and Parent Rep Team to plan and implement fundraising activities in accordance with Department of Education and Training (DET) policies and guidelines.

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.

Fundraising Links

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

FUNDRAISING AREA / CATEGORY	DESCRIPTION
Ascot Vale PS Fundraising Policy	Provides overview and governance arrangements for fundraising at Ascot Vale PS. See pages 1 & 2 above.
DET School Policy Template Site https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?Cid=74 NB, this link is for DET employees only - password protected	This site contains a number of policy templates for Victorian government schools to download and use. Instead of schools starting from scratch and writing their own policies, schools can modify these templates to suit their local circumstances. The templates that are on this site have been checked to ensure they are consistent with: <ul style="list-style-type: none"> • Department policy requirements (in the <u>School Policy and Advisory Guide</u>) • Minimum Standards for school registration (where applicable) • any legal requirements
School Generated Funding - DET Policy http://www.education.vic.gov.au/school/principals/spag/finance/pages/generated_funding.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

<p>Schools financial policy and guidelines - DET http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx</p>	<p>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.</p>
<p>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</p>	<p>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 Cash Handling Authorised Form Sale of Items http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedformSaleofItems.docx Cash Handling Authorised Form Ticket Sales Not at Office http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormTicketSalesNotatOffice.docx Float Collection Authorisation Form http://www.education.vic.gov.au/Documents/school/principals/finance/FloatCollectionAuthorisationForm.docx</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 NB, this link is password protected- DET employees only</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 NB, this link is for DET employees only - 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). Special Developmental School councils may receive tax deductible donations only for ATO approved Deductible Gift Recipient Status (DGR). 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>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>	<p>Schools;</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/5FFB6A30ECEE9321CA257BF0001DAB17/\$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-groups/community-group-food-fundraisers/food-fundraisers-class-2-high-risk-foods</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>
<p>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</p>	<p>Information for community groups selling hamburgers to raise funds.</p>

<p>Food fundraisers class 4 – cake stalls</p> <p>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</p>	<p>Food safety for community groups planning to have a cake stall fund raiser</p>
<p>Food fundraisers class 4 sausage sizzles</p> <p>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</p>	<p>Information about food safety for community groups planning to have a sausage sizzle fundraiser.</p>
<p>Temporary and mobile food premises template</p> <p>https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers</p>	<p>Some community groups can use the <i>Community groups temporary and mobile food premises template</i> – class 2 if they fit specific criteria</p>
<p>Food safety tips Class 4 Premises Cake stalls</p> <p>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</p>	<p>Provides information about: site details, preparing food, transport, records, storage, hygiene, display, allergies and intolerances</p>
<p>Selecting Teaching and Learning Resources - Staging public events or school performances</p> <p>http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/selecti.on.aspx</p>	<p>Public events staged by schools and open to the school community (including small children in family groups) must be suitable for general exhibition. Where there is a doubt as to the suitability of public performances, the principal should consult teachers and the school council and consider whether the material is suitable to be performed or displayed before audiences of any age.</p>