



## Ascot Vale Primary School Fundraising Policy

Approved by SC 28th February 2022

### **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 to the Finance Committee.

Fundraising is a function of the school council and council must approve all fundraising events or activities, recommended by the Finance Committee on behalf of the school.

At the beginning of each school year, the school council approves fundraising events or activities scheduled 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

### **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 22nd February 2021 and is scheduled for review in February 2023.