

## Fundraising Procedures

Williamstown Primary School is fortunate to have many groups who contribute to raising funds for the school community. Funds are raised through a variety of activities, for example:

- Mothers' and Fathers' Day stalls
- Footy Day events
- Trivia Night
- Fete
- Parent / teacher revues
- Raffles

Fundraising activities will be coordinated by the School Council, through its Finance sub-committee. All fundraising must be approved by School Council before being advertised or canvassed for and are considered in terms of the guidelines set by DE&T as being appropriate for schools.

Persons wishing to run any fundraising for or in the school's name must follow the guidelines below.

1. At the beginning of each year members of fundraising groups will be invited to attend the first Finance sub-committee meeting with ideas for that years fundraising activities.
2. Proposals for fundraising need to indicate any level of risk and potential financial gain for the school.
3. The Treasurer or his/her appointee will timetable these events in consultation with the Principal and in view of the school calendar and other fundraising groups ideas.
4. Persons with ideas later in the year must speak with the School Council Treasurer to seek approval for such events and to have them timetabled onto the school calendar.

The School Council Treasurer can approve and timetable all events that are regular items in the school calendar in consultation with the Principal and fundraising group.

For example:

- Mothers' and Fathers' Day stalls
- Footy Day BBQ

Approval for larger fundraising events must be sought from the School Council.

For example:

- Fete
- Raffles
- Trivia Nights

School Council will notify organisers of major fundraising events in writing confirming the parameters of the event and the date and time. Alternatively, School Council will notify organisers of rejected fundraising events, [in line with DE&T guidelines], with the details of why the idea has been rejected.

The dispersion of funds raised by any group within the school community is at the discretion of the School Council after consultation with the group raising those funds.