



WILLIAMSTOWN PRIMARY SCHOOL

Fundraising Policy

1. PURPOSE

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

2. SCOPE

This policy applies to all fundraising activities conducted by Williamstown Primary School staff, students, School Council and Friends of Willy.

4. PROCEDURES FOR IMPLEMENTATION

- Fundraising is an important way for Williamstown Primary School to raise money so that it can deliver additional learning opportunities and improve school amenities.
- School Council will engage with the Friends of Williamstown Primary (FoW) parent's group in planning and conducting fundraising activities. Funds are raised through a variety of activities, including traditional annual events such as: Mothers' and Fathers' Day stalls, Footy Day events, Easter Raffle.
- A nominated FoW representative is invited to join the School Council with the purpose of being a conduit between these two bodies. All events must be endorsed by School Council before being advertised or canvassed for and are considered in terms of the guidelines set by DET as being appropriate for schools.
- Williamstown Primary School encourages all members of our school community to be involved in fundraising initiatives by joining the Friends of Willy group.
- 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.
- The dispersion of funds raised by any group within the school community is at the discretion of the School Council. Input from the FoW group will be sought for the bigger key events, with the school providing ideas as to areas/items for which fundraising would be greatly welcomed.
- Given that School Council has the responsibility to oversee implementation of all DET guidelines and policies, including legal issues such as public liability, duty of care, privacy, School Council will formally notify organisers of major fundraising events of confirmation of the parameters of the event, including the date and time. Where School Council deems a need for proposed events to be further considered, or are considered not to be in line with timetabling, the current direction of the school or the DET guidelines, the organisers of the proposed events will be notified accordingly.

Fundraising for Charitable Causes

Williamstown 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

References:

- 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

5. REVIEW AND POLICY HISTORY

- This policy is due for formal review in May 2024 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
September 2013	New policy	No	No	Approval required
November 2015	Update	No	No	Approval required
April 2016	Update	No	No	Approval required
May 2020	Update	No	No	Approval required