

Fundraising Policy

Purpose

Fundraising contributes to the College's ability to provide a diverse range of quality programs and facilities.

Aim

- To raise funds to be used to assist in achieving the educational goals of the College.

Implementation

- In accordance with the Education Regulations 2000, Part 9.43, College Council may raise funds for College purposes by conducting fundraising activities.
- All fundraising events must have appropriate internal control mechanisms and must have specific purpose so that contributors understand the purpose of the activity.
- College Council may have a Fundraising Sub-committee with a core responsibility of conducting fundraising activities.
- College Council will have a Finance Sub-committee which will have responsibilities including providing advice and recommendations to College Council in relation to voluntary contributions, sponsorships and donations.
- College Council will seek voluntary contributions from parents in accordance with DEECD requirements and expectations.
- College Council has the potential to hire College facilities to outside bodies when the facilities are not required for College purposes and also have the responsibility to establish the terms and conditions of use. Such agreements may have insurance implications.
- Any fundraising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Manager, Property Unit prior to entering into any agreements.
- Appropriate sponsorship may be sought from industry and commerce so long as they benefit the College, have educational value and do not involve associations with undesirable products, services or companies. Any proposal to seek such sponsorship MUST be with the approval of the Business Manager.
- All fundraising involving raffles or bingo must be undertaken in accordance with the Raffles and Bingo Permits Board regulations.
- All fundraising activities involving food must comply with food handling regulations.
- Fundraising will be conducted in consultation with the College Administration and be limited to four Out of Uniform days, one drive (eg.lolly) and a selection of charitable activities.
- Interest groups within the College will be permitted to raise funds for specified activities, in consultation with the Business Manager. All financial transactions must be made through the College Official Account and 15% of profit is to be donated to the Fundraising account to utilise for the benefit of all students in the College.
- All fundraising activities will be identified as such and will only involve voluntary participation.
- All profits (and losses) associated with fundraising activities will be reported to the wider community.
- All transactions related to fundraising activities will be reported to College Council.

Evaluation: This policy is required to be formally minuted and reviewed by College Council annually

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016