



# FUNDRAISING POLICY

## Basic Beliefs

Local fundraising is an important aspect of school operations at Berwick Lodge Primary School as it provides for the continuous improvement of the school's resources and facilities has, in order to provide the best possible educational opportunities for all our students.

Also, we believe that fundraising activities provides opportunities to unite the school community in a common purpose and promote camaraderie and teamwork.

## Goals

- To raise sufficient local funds to achieve the educational goals and facilities improvements required of the school.
- To provide all members of the school community with opportunities to be proactive in the raising of funds for our children's educational benefit.

## Guidelines

- In accordance with Regulation 8.19 of the Education Regulations 1988, School Council may raise funds for school purposes by conducting local efforts or amusements.
- All fundraising events must have appropriate internal control mechanisms, and have a goal so that contributors understand the purpose of it.
- School Council will have a Fundraising Sub-committee with a major responsibility of conducting fund raising activities – this subcommittee is run and supported by the Parents & Friends Association (PFA) and a Management Sub-committee which will have responsibilities including providing advice and recommendations to School Council in relation to voluntary contributions, sponsorships and donations.
- All fundraising proposals must have prior approval of the School Council.
- The fundraising program as developed by the PFA must be approved by School Council prior to its implementation.
- School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations.
- Appropriate sponsorships will be sought from industry and commerce so long as they benefit the school, have educational value, and do not involve associations with undesirable products, services or companies such as alcohol or tobacco products.

- Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All transactions related to fundraising activities will be reported to School Council.
- All funds raised in a calendar year will be expended during the following calendar year.
- The PFA, in consultation with the school leadership and staff, will determine how the funds raised are to be expended and make recommendations to School Council for approval.

### **Responsibility for Implementation**

The Management Sub Committee will be responsible for the implementation and continuous monitoring of the policy.

### **Date Passed by School Council**

The Fundraising Policy was passed by School Council on 23<sup>rd</sup> July 2018.

### **Proposed Date of Review**

The Management Sub Committee will be responsible for coordinating and planning the review of the Fundraising Policy, under the auspices of School Council. The review period will be three years from the policy being passed by School Council.