

## RATIONALE:

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

## POLICY:

Fundraising is an important way for Yarragon Primary School to raise money so that it can deliver additional learning opportunities, programs for students and improve school amenities.

School staff, members of the school community, the Junior School Council or the Parents' Club may want to undertake fundraising activities for Yarragon Primary School.

Yarragon Primary School encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising.

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school.

At the beginning of each school year, the School Council will approve any school-related 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 for the school 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

Yarragon Primary School, may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal 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.

## ENGAGEMENT WITH PARENTS' CLUB – CALENDAR OF EVENTS, EVENT BRIEF AND EVENT BUDGET:

Yarragon Primary School has a very strong history of parent involvement with the wider school community. This creates a strong school community of students, staff, parents, carers and families. Parents' Club is a major source of Fundraising activity for the school, focusing on social events for students, parents and families. The School Council highly values the input and enthusiasm of our Parents' Club, and seeks to work collaboratively to ensure the best possible fundraising outcomes for the school.

Parents' Club members (or any person or group) wishing to run an event for, or in the school's name, are asked to follow the procedures below:

- The YPS Parents' Club will compile a Calendar of Events for fundraising each year.
- School Council will be required to endorse the Calendar of Events in consultation with the Parents' Club Council Representative annually. However, other events may be planned in addition to these and will be considered and endorsed by Parents' Club and School Council accordingly.
- During Term 4 of the preceding school year, all school community members are invited to attend a Parents' Club meeting for the purpose of planning the following year's events. At this meeting suggestions for events are raised and a plan for that year is determined and prepared for endorsement by the School Council.
- Notwithstanding the above, any ideas for fundraising events which arise during the course of the year must be discussed with the Parents' Club Council Representative and Principal to have them timetabled onto the school calendar. Approval for new events needs to be sought from the School Council by Parents' Club.
- Organising teams are established to coordinate the events. Coordinators of each team will be invited to attend a meeting with the Principal and the Parents' Club representative on School Council to discuss planned fundraising events and activities for the year.
- Proposals for fundraising events need to indicate a draft budget, including the likely potential financial gain for the school, and to outline any potential risk.
- The Principal and Parents' Club representative in conjunction with the events coordinators will timetable these events in view of the school calendar and other fundraising proposals and ideas.

## COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES:

- the Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual — Financial Management for Schools](#)
- [Fundraising Act 1998](#)

## POLICY REVIEW AND APPROVAL:

Policy last reviewed	[May 2022
Approved by	School Council – May 2025
Next scheduled review date	May 2025