



## **FUND RAISING (INCLUDING FETES) POLICY**

### **Policy & Guidance**

- Schools may undertake a variety of fundraising activities, including special events such as a school fete.
- Any fundraising activity for the school must be approved by School Council.
- Schools and School Councils must ensure that fundraising activities and funds are planned for and managed in accordance with this policy.
- Fundraising activities may be undertaken:
  - to establish or augment a school's general funds; or
  - for a specific school purpose
- Fundraising activities can be organised by:
  - School Councils
  - parents' clubs organised under Part 4, Division 7 of the [Education and Training Reform Regulations 2017 \(Vic\)](#), or
  - any other member(s) of the school community
- Activity organisers must:
  - obtain approval from the School Council before conducting the fundraising activity
  - ensure public liability insurance covers any activities undertaken
- To ensure events are effective and achieve their goals and objectives, the risks to their delivery must be identified and assessed. This should take into account risks in relation to:
  - financial handling
  - wellbeing and safety
  - visitor experience
  - infrastructure
  - resources

Important: Schools must manage any incidents or hazards that are identified during fetes or other school fundraising activities in accordance with Department policy, refer to [Reporting and Managing School Incidents](#).

### **School-level policy on fundraising**

It is not mandatory for schools to have a school-level policy on fundraising but if schools or School Councils wish to have a policy to provide the school community with an overview of the school's approach to fundraising, there is a [Fundraising Policy Template](#) on the School Policy Templates Portal. Schools can modify the template to suit their local circumstances.

### **Fundraising for Charitable Causes**

Principals are responsible for considering any proposals to fundraise for charitable causes. 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.

### **Purpose**

- This policy outlines the required processes for planning and conducting school fundraising activities at Footscray North Primary School.

### **Implementation**

#### **School Council — approving or rejecting a fundraising proposal**

The School Council has responsibility for approving or rejecting a fundraising proposal from the school community.

Before rejecting a fundraising activity proposed by a parents' club or any other member of school community, School Council will ensure that they consider a recommendation made by a Committee consisting of:

- the President of the School Council or the President's nominee, who must be the Chairperson
- one other representative of the School Council elected for the purpose by the School Council
- two representatives of the group, or body proposing the fundraising activity, and
- the Principal

The Committee must consider the proposed fundraising activity and make a recommendation to the School Council about whether the activity should be approved.

As part of the School Council approval process, the School Council and the organising school community member(s), or parents' club, will discuss how the funds raised will be spent. This is to determine what is in the best interests of the school. The agreed purpose (e.g. install shade sails, upgrade the library books or computers, or to augment school funds) must be included in the minutes of the School Council meeting at which the fundraising activity is approved.

#### **Commercial operators**

Where a commercial operator has been engaged there must be a written agreement setting out:

- the terms upon which the School Council will permit the operator to come onto the school premises and set up their equipment including complying with indemnity and insurance requirements
- the particular service to be provided
- if there is a specific location for the operator to set up
- the financial arrangements

Wherever possible, School Council, as a legal entity, will enter into written agreements with third parties for the purpose of school fundraising activities, rather than individual members of the school community.

Refer to: [Contractors — Insurance and Contract Arrangements](#)

#### **Fundraising Methods**

The school and the School Councils can raise funds for the schools using a variety of methods. The below information provides guidance on some common fundraising methods used at Victorian government schools.

#### **Donations**

The school may receive tax deductible donations if they hold Deductible Gift Recipient status. Refer to [Finance Manual section 9 — Funding Sources](#) and [Finance Manual — section 15 Taxation](#) for further details.

#### **Raffles and Bingo**

If a fundraising activity involves a raffle or bingo or other minor gambling activities, permission and instructions must be obtained from the Victorian Commission for Gambling and Liquor Regulation, refer to: [Community and Charitable Gaming](#).

#### **School fetes or events**

Careful consideration must be given to the types of activities to be included at school fetes and other school events.

### Amusement rides and structures

When hiring amusement rides and structures, the School Council will obtain the following from the supplier:

- any information about the safe use of the item that the supplier can provide
- the class and the plant registration number of the structure

Note: Only Class 2 structures must have registration.

- the hazard identification, risk assessment and control of risks that have been carried out in relation to the design and manufacture of the plant within the control of the supplier. If it is not practicable for the supplier to provide this information, then the supplier must be able to ensure the risk arising from use is eliminated or reduced so far as is practicable.
- evidence that inspections and maintenance have occurred on the item between hirings and leaseings, and the records of inspections and maintenance
- evidence prior to the supply of Public Liability Insurance in an amount of not less than \$10 million for any one event. The insurance must be current, cover the ride or activity supplied and note the Department.

### Sale of alcohol at school events

For the Department's policy on Alcohol at School Events refer to: [Alcohol at School Events](#).

Activity organisers also will seek advice from Victorian Commission for Gambling and Liquor Regulation before undertaking any activities involving the sale of alcohol.

### Fundraising event budget

Prior to any event being conducted, the school will prepare a budget using the Department's Fundraising Wheel. The Fundraising Wheel will help set out the expected costs and revenue, and indicate the GST options available. Refer to [GST Fundraising Wheel](#).

Information and guidance on GST implications and treatments for fundraising events is available at [Apply the Goods and Services Tax \(GST\) to fundraising](#).

### Allocation and use of funds raised

All funds raised for the school by fundraising activities will be held by the School Council in trust for the purpose for which they were raised.

Any funds raised from a Parents' Club activity will be held in a separate sub-program account in CASES21, and will be held separately from funds used for the club's administrative purposes.

### Use of funds raised via fundraising activities

Where funds were raised for the purpose of the general establishment or augmentation of school funds (under regulation 58(1)(a) of the Education and Training Reform Regulations 2017 (the Regulations)), the School Council may determine how those funds are spent. Before spending the funds, the School Council will consult with the Principal as to what is most desirable in the interests of the school. The School Council also will consult with the Parents' club or other members of the school community, as appropriate.

Where funds are raised for a particular school purpose (under regulation 58(1)(b) of the Regulations):

- the School Council, as trustee, must ensure that these funds are expended only for that specific purpose.

The School Council cannot choose to allocate the funds to a different purpose (for example, because the funds are needed elsewhere, or it would be inconvenient to use them for the original purpose). Doing so could be a breach of the School Council's duties as trustee of the funds.

If, as a result of subsequent developments, the agreed purpose for the funds ceases to exist, the School Council should contact [community.stakeholders@education.vic.gov.au](mailto:community.stakeholders@education.vic.gov.au) for advice.

- Please refer also to the school's *Fraud & Corruption Control Policy*, the *School Council Liability & Legal Proceedings Policy*, the *Risk Management – Schools Policy*, the *Smoking Ban Policy*, *Volunteers in Schools Policy* and the *Cash Handling Policy*.

### **Evaluation**

- This policy will be reviewed as part of the school's review cycle or if guidelines change (latest DET update late July 2020).

Not a mandatory policy

School Council Approval Required

This update was ratified 15<sup>th</sup> February 2021

Reference:

<https://www2.education.vic.gov.au/pal/fund-raising-activities-including-fetes>