

# FUNDRAISING POLICY

Policy 2022-2025



## Help for non-English speakers

If you need help to understand this policy, please contact Glenroy College on 9304 0400

## Purpose:

To provide parents/carers and other members of our College community with an overview of Glenroy College's approach to fundraising.

## Policy:

Fundraising is an important way for Glenroy College to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities etc.

College staff, members of the College community or College Council may want to undertake fundraising activities for Glenroy College.

Glenroy College encourages all members of our College community to be involved in fundraising initiatives and College Council welcomes all proposals for fundraising.

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

At the beginning of each school year, the College Council will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the College Council may approve additional fundraising events or activities.

In deciding whether or not to approve particular fundraising events or activities, the College 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 College Council for the general or particular purpose for which it was raised.

## Fundraising for Charitable Causes

Glenroy College, through the College Council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, College 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

## Further information and resources:

- 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

### Communication:

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

- Included in staff induction processes
- *Discussed at staff briefings or meetings, as required*
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- *Uploaded to our school website*

### Policy Review and Approval:

Policy last reviewed	December 2022
Approved by	Principal and School Council
Next scheduled review date	December 2025