



Fundraising Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Apollo Bay P-12 College

1. PURPOSE

To provide parents/carers and other members of our school community with an overview of Apollo Bay College's approach to fundraising, sponsorship, donations and commissions.

Fundraising is an important way for Apollo Bay P-12 College to raise money so that it can deliver a number of initiatives such as additional teaching and learning opportunities, programs for students, improving school amenities and more.

School staff, members of the school community or the Parents and Friends Committee (where active) may want to undertake fundraising activities for Apollo Bay P-12 College.

Apollo Bay P-12 College encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes proposals for fundraising.

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*.

Fundraising for Charitable Causes

Apollo Bay P-12 College 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

Definitions

- Sponsorship - the donation of cash, kind or services by a group or individual whereby the school and donor are mutually advantaged - the school by the donation and the donor through favourable publicity, recognition or other negotiated means. Sponsorship may be in cash, kind or services.
- Donations - the voluntary giving of cash, kind or services for use by the school. This may be for a designated purpose.
- Commission - collection of monies from specific activities such as Book Fare sales from which the school receives commission.

Exclusions

- Fundraising does not include Social Service activities.

2. SCOPE

- The Principal will be informed of any prospective donation.
- Any fundraising, donation, sponsorship or commission must be in line with current Department of Education and Training policy and/or guidelines, and the Department's [Finance Manual for Victorian Government Schools](#).
- Sponsorship agreements will not influence the school's vision, policies, practices or ethos.
- Sponsorship agreements will be in writing and available to members of the school community upon request.
- All fundraising, donation, sponsorship or commission arrangements will be sympathetic to community views.
- All monies raised via fundraising will be for the stated purpose.
- Whenever possible, fundraising will be spread across the year to lessen the financial burden placed upon families.
- Participation in all fundraising activities is voluntary and must be so stated on literature explaining the activity.
- In the case of groups fundraising for a specific purpose, the group initiating the submission has the right to suggest how funds raised are expended, however School Council will make the final decision.

3. IMPLEMENTATION

- All fundraising must be approved by School Council.
- A timeline is to be drawn up at the start of the year to enable an overview of the school's fundraising. This will include:
 - Student
 - Parents and Friends (where active)
 - School fundraising
- Whenever possible student fundraising should involve an activity which provides a service or product. For example:
 - Sausage sizzle
 - Cake stall
 - Special lunches
 - Paper collection

The Parents and Friends Committee (where active) will report directly to School Council, through minutes and /or member representation.

4. COMMUNICATION

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

- Circulated to and clearly communicated to School Council
- Available to all school staff
- Hard copy available from school administration upon request
- Available publicly on our school's website

5. FURTHER INFORMATION AND RESOURCES

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

6. EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

7. POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	July 2022
Approved by	Principal
Next scheduled review date	July 2025



Brian Humphries
Principal



Dan Holthouse
College Council President