



## FUNDRAISING POLICY

### PURPOSE

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

### POLICY

Fundraising is an important way for Surfside Primary School to raise money so that it can support our Kitchen and Garden Program and deliver additional learning opportunities, provide programs for students and improve school grounds and amenities etc.

School fundraising activities may be lead by school staff, students and members of the school community for Surfside Primary School with prior approval.

Surfside Primary School encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising. However, all proposals must include a realistic timeline and demonstrate how they will sustainably address specific school and community needs.

Fundraising is a function of the School Council and Council will approve of major 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 major 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**

Surfside 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

### 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	March 2025
Consultation	School Council
Requirement	Optional
Child Safe Standards Requirement	No
Approved by	School Council
Next Review date	March 2029