



# Park Orchards Primary School

## FUNDRAISING POLICY

### **Rationale:**

- Fundraising contributes to the school's ability to provide a diverse range of quality resources and programs.

### **Aims:**

- To raise funds to continually improve the educational and environmental goals of Park Orchards Primary School.

### **Implementation:**

- The Park Orchards Primary School's Parents' Association may raise funds for school purposes by conducting fundraising activities.
- All fundraising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- The Park Orchards Primary School's Parents' Association will have the core responsibility of conducting fundraising activities.
- A Fundraising sub-committee or class representatives, under the guidance of the Fundraising Coordinator, will have responsibilities including co-ordination of the chosen fundraising activity, the collection of all monies, documentation of all receipts and expenditures.
- All purchases relating to all fundraising activities must have a school purchase order completed and approved by the Principal or the Assistant Principal. The purchase order must have the supplier details completed in full.
- All monies must be counted on school premises by at least two people from the Park Orchards Primary School's Parents' Association
- All fund raising proposals must have prior approval of the School Council.
- Appropriate sponsorships and donations will be sought from industry and commerce so long as they benefit the school, have educational value, and do not involve associations with undesirable products, services or companies such as alcohol or tobacco products.
- Any fundraising involving raffles or gambling or alcohol must be undertaken with the appropriate notification and license to the Victorian Commission for Gaming and Liquor Regulation.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All profits (and losses) associated with fundraising activities will be reported to the wider community.
- All transactions related to fundraising activities will be reported to School Council.
- Funding allocation recommendations made by Park Orchards Primary School's Parents' Association in consultation with the school and school community will be presented to school council for approval.
- Funds allocated will be based on the previous year's fundraising income.
- Funds will allocated for the following purposes
  - ❖ Ongoing commitments - Grade 6 Young Leaders Conference & Contribution to Grade 6 Graduation Book
  - ❖ Short Term (less than 1 year) Commitments – 70%
  - ❖ Long Term (3-5 year) Commitments - 30%

**Evaluation:** This policy will be reviewed regularly as part of the school's four-year review cycle.

This policy was last ratified by School Council in....

2013

