

FUNDRAISING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Tecoma Primary School.

PURPOSE

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

POLICY

Fundraising is an important way for Tecoma Primary School to raise money so that it can deliver additional learning opportunities, programs for students and improve school amenities.

School staff, members of the school community, School Council (including sub-committees), the Parent Network or student leadership groups, such as Student Impact Team (SIT), may want to undertake fundraising activities for Tecoma Primary School.

Tecoma Primary School encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising.

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

At the beginning of each school year, the School Council will approve any 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 to approve fundraising events or activities, the School Council will act in accordance with legal requirements, any relevant Department of Education 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 School Council for the general or particular purpose for which it was raised.

Fundraising for Charitable Causes

Tecoma Primary School, through the School Council, may also be approached by the school's Student Impact Team or other individuals, and decide to fundraise for charitable causes. In these cases, the principal is responsible for approving the fundraising activity.

In deciding whether to fundraise for a particular charitable cause, School 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.

COMMUNICATION

This policy will be communicated to our school community on our school's website and Compass posts.

POLICY REVIEW AND APPROVAL

<i>This policy has a review cycle of 3-4 years</i>	This policy was approved by School Council on 16th June, 2026 and is scheduled for review in May 2029 .
<i>Reviewed by</i>	<i>Katrina Ellis, Lisa Hoskins-Faul, Lisa Dell, Chelsey Robins, Emily MacKay</i>
<i>Approved by</i>	Principal – Katrina Ellis School Council President – Lisa Dell