

Croydon Hills Primary School

Fundraising Policy



Purpose

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

Policy

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

School staff, members of the school community, Croydon Hills Association of Parents (CHAPS), Men Of The Hills (MOTHS) or the Junior School Council (JSC) may want to undertake fundraising activities for Croydon Hills Primary School.

Croydon Hills Primary School encourages all members of our school community to be involved in fundraising initiatives and the 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 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 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

Croydon Hills Primary School may also decide to fundraise for charitable causes. 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.

Communication

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

- Provided to staff at induction and included in staff handbook
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Further information and resources

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

Review Cycle

Ratified by School Council - December 2021

Review Date - November 2025