

# PRINCES HILL PRIMARY SCHOOL FUNDRAISING POLICY



## PURPOSE

The purpose of the Fundraising Policy is to provide students, teachers, staff, parents/carers and other members of the PHPS community with an overview of fundraising activities at PHPS and how they support PHPS's vision, mission and school priorities and to outline the necessary processes and procedures to follow to raise funds at PHPS.

The purpose of fundraising at PHPS is to raise funds from the broader school community that deliver benefits to the children of PHPS and/or broader school community. Fundraising activities may be undertaken to establish or augment the school's general funds or for a specific school purpose. These may include

- Additional curriculum or non-curriculum school programs, specialist classes, teaching aides and support staff
- Classroom materials such as pencils, pens, art supplies, books, computers etc.
- Capital investments including minor capital works, playground equipment and improvements to the school grounds
- Supporting the broader community through donations to charities and specific causes
- Developing in the children a greater understanding and responsibility in matters of morality, ethics and social justice

Such fundraising activities and programs are over and above what the school can deliver using its government funding.

## POLICY

All fundraising activities for the school must be approved by the school council, the school Principal will approve all fundraising for charities external to the school. Princes Hill Primary School encourages all members of the school community to be engaged in fundraising initiatives and to make proposals for new fundraising activities. The school council will endeavour to review all fundraising proposals in accordance with this policy document in a timely manner. Any member of the school's community can propose a new fundraising activity to the school council for review, providing it follows the guidelines as written below. There is an alternative proposal and approval process outlined for children of PHPS who want to initiate a fundraiser.

### **Fundraising for additional learning opportunities and programs for PHPS**

- 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 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.

- If school staff members and/or members of the school community want to undertake additional fundraising activities for PHPS that have not already been approved by the school council, they must:
  - Step one: Complete a submission for fund-raising activity outlining the purpose of the fund raising, the targeted amount, the proposed use of funds, how the funds will be raised, and the benefits expected for the school community or external party.
  - Step two: That submission must be reviewed and a decision made by the school council at the next school council meeting, providing they have received the submission at least 14 days before the date of the school council meeting. The council will decide whether or not the submission is approved, rejected, or in need of further review. For proposals that need further review, the council may liaise with the Fundraising Sub-Committee to review the proposal and make a recommendation to the school council prior to a final decision being made.
  
- 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.

### School council — approving or rejecting a fundraising proposal

The school council has responsibility for approving or rejecting a fundraising proposal from the school community.

When considering a new fundraising proposal, the council may either review the proposal and decide or, at its discretion elect to form a review committee to review the proposal and make a more considered recommendation to the council before the next council meeting.

If the school council elects a review committee to review the fundraising proposal, that committee should consist of:

- the president of the school council or the president's nominee, who will act as the chairperson
- at least one other representative of the school council elected for the purpose by the school council
- two representatives of the group, or body proposing the fundraising activity, and
- the school Principal

The committee must consider the proposed fundraising activity and make a recommendation to the school council about whether the activity should be approved including any changes to the proposal they consider necessary or prudent before accepting the proposal.

When reviewing any new fundraising proposal, the school council or review committee must take into consideration the following factors:

1. The purpose for raising the funds and how the funds will be spent
2. Whether the activity aligns with the interests of the school or community
3. The level of time and resources likely to be required to conduct the activity
4. Any safety or health considerations of the activity
5. The equity and accessibility impact of the proposed activity

## 6. How the activity fits with other agreed fundraising activities

The decision of the school council must be noted in the minutes of the school council meeting including the agreed decision and a summary of the main reasons for the decision.

### **Fundraising for charitable causes**

Princes Hill Primary School, through the school council, may also decide to fundraise for charitable causes. In deciding whether or not 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 considering schools values and its educational mission.
- Consider information on the legitimacy and fundraising status of the proposed charitable cause including how the funds will be spent, the percentage of funds spent on administration, and any other consideration the school council considers appropriate.

### **Once the Fundraiser has been approved by School Council**

- The Fundraising Team will appoint a Project Head
- The Fundraising Team will establish the purpose of the fundraising event and a proposed dollar amount goal.
- The Fundraising Project Head will communicate to PHPS families regarding the fundraiser at least two weeks in advance via Compass. This communication will include the purpose of the fundraiser, the target dollar amount goal for the fundraiser, the impact that the fundraiser will have, and how to donate money for the fundraiser. This communication must be approved by the Fundraising School Council Sub Committee in advance.
- Within one week of the fundraiser's completion, the Council will communicate with the school community via Compass the amount of money raised and a reflect on the impact of the fundraiser to the school community.

### **Fundraising for Charitable Causes for Children**

Princes Hill Primary School's vision is to nurture in children a desire to learn throughout life and to develop the capacity to exercise judgement and responsibility in matters of morality, ethics and social justice. It's PHPS's mission to partner with our students on their lifelong journey of learning and discovery, so they may participate meaningfully and purposefully in a world they are already helping to shape. PHPS recognises the educational worth for children to raise money for charities.

- PHPS wants to encourage voice and initiative for all children so that they exercise judgement and responsibility for matters of morality, ethics and social justice.
- Children who want to fundraise for a charitable cause or any other purpose should follow a separate set of guidelines including:
  - Children form a fundraising team.
  - The child fundraising team develops a proposal including identifying a goal for the fundraising, charity for the fundraising, how the charity will better the wider community, and proposed dollar amount goal for the fundraising.
  - The fundraising team submits their proposal to the Junior Council.
  - The Junior Council is involved in the decision making and will prioritise the impact of the charity when choosing if a fundraising event for charity initiated by children will be chosen. Each semester there is a limited amount of proposals that the Junior Council will approve. The Junior Council will let the student fundraising team know if their proposal has been chosen, under the supervision and support of the Junior Council staff member representative.

Once the Junior Council approves a proposal, the Principal of PHPS will sign off if deemed appropriate.

At the end of each year, the Fundraising Sub-Committee will review the year's fundraising strategies and ensure that the funds and resources allocated to fundraising were appropriate for the benefit received. The review will help inform the calendar of activities for the following year.

## 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 AND EVALUATION

This policy was last updated in 2021 and is scheduled for review in 2023.

