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CRESWICK NORTH PRIMARY SCHOOL

FUNDRAISING POLICY

PURPOSE

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

POLICY

Fundraising is an important way for Creswick North Primary School to raise money so that it can deliver additional learning opportunities, programs for students, subsidise camps & Excursions.

School staff, members of the school community may want to undertake fundraising activities for Creswick North Primary School.

Creswick North 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 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 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

Creswick North 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

RESPONSIBILITIES

Event co-ordinator:

- Responsible for overseeing all aspects of the event.
 - Co-ordinating other volunteers.
 - Ensuring all policies and procedures are being followed.
 - Control budget and money for the event.
 - Liaising with the Principal, Business Manager and other staff.
 - Liaising with external people.
 - Ensuring sponsors get lots of recognition at events, and in newsletter.
 - Writing thank you letters/certificates.
 - Writing follow up report for newsletter.
 - Counting monies, and passing to school administration for receipting and banking.
 - Follow up all outstanding monies.
 - Ensure left over, food or other products are distributed or put away for later use.
 - Finalise all aspects of the fundraising event
 - Ensure all forms are filled in and given to the Business Manager prior to the event.
- DO NOT LEAVE THINGS TO BECOME SOMEONE ELSE'S PROBLEM

Venue co-ordinator:

- Responsible for booking venue
- Organising deposits/bonds/ payments, working with administration staff
- Organising keys
- Organising set up times
- Ensuring the venue is left in a better condition than we found it
- Locking up and returning keys

Sponsorship/Donations co-ordinator:

- Source donations and sponsorship
- Collect donations and monies for sponsorship and give to co-ordinator
- Help co-ordinator do thank you letters

Advertising:

- Ensure adequate advertising for the event, in the newsletter, and on the notice boards

*****Please Note:**

Administration staff (and teachers) are available to assist you in your roles, but they are not responsible for any of the fundraising process. You can ask for assistance, but fundraising is not their responsibility.

COMMUNICATION

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

- Available publicly on our school's website
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available 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](#)

POLICY REVIEW AND APPROVAL

This policy was approved by school council on 31st August 2021 and is scheduled for review in 2024.

Fundraising Details:

Event: _____

Date: _____

Time: _____

Location: _____

WHO IS RESPONSIBLE FOR:

Event co-ordinator: _____

Venue: _____

Sponsors/Donations: _____

Prizes: _____

Advertising: _____

MONEY RAISED

TOTAL INCOME: _____

minus

TOTAL EXPENSES: _____

TOTAL RAISED: \$ _____

Fundraising Checklist

Initial Planning

- Venue booked N/A
- Bond/ hire fees paid N/A
- Liquor license N/A
- Prizes N/A
- Sponsorship N/A

BBQ Checklist

- BBQ required? N/A

- Order: Meat N/A
- Bread N/A
- Check: Gas Bottle N/A
- BBQ clean N/A
- Is the BBQ box stocked and ready to go N/A

Week of event

- Keys N/A
- Float – see admin N/A
- Raffle tickets N/A
- Pens N/A
- Containers for money N/A
- Pick up sponsors advertising N/A

After event

- Pack up everything N/A
- Count money and give to admin N/A
- Follow up outstanding accounts N/A
- Write thank you letters N/A
- Write report for newsletter N/A

FUNDRAISING EVENT: _____

DATE: _____

			Total
	X	\$100	
	X	\$50	
	X	\$20	
	X	\$10	
	X	\$5	
	X	\$2	
	X	\$1	
	X	50c	
	X	20c	
	X	10c	
	X	5c	
		TOTAL	\$

Counted by:

Name: _____

Sign: _____

Name: _____

Sign: _____

***This form to be given to the Business Manager with money to be banked