

	<p>Carlton Gardens Primary School</p> <p>FUNDRAISING POLICY</p>	<p>Authorisation</p> <p>2021</p> <p>Review</p> <p>2024</p>
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Purpose:

Carlton Gardens Primary School engages in a range of fundraising events throughout the year. Funds raised from these events assist in purchasing items to make our learning environment inviting for students and to add to their educational opportunities.

Scope:

- To raise sufficient funds to achieve the educational goals of the school.
- To raise sufficient funds to enable the school to support families in need, to ensure everyone has equal opportunity to attend camps and excursions.
- To give opportunities for the school community to come together e.g. social events.

Policy:

- In accordance with Regulation 8.19 of the Education Regulations 1988, a school council may raise funds for school purposes by conducting local efforts or amusements.
- All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose, so that contributors understand the reason for the activity.
- The school Business Manager must be involved in all fundraising events as there may be various GST and organisational implications. They will also ensure that fundraising activities transactions are monitored closely and reported to school council.
- School Council will have a subcommittee with a core responsibility of conducting fundraising activities such as the fete, and a Finance subcommittee, which will have responsibilities including providing advice and recommendations to School Council in relation to the compulsory contributions, sponsorships and donations.
- School Council can ask parents for voluntary contributions and must clearly articulate how funds will be spent ensuring they are obtained without coercion and harassment and records of contribution are kept confidential.
- School Council has the potential to hire school facilities by outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use.
- Any fundraising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Department of Education prior to entering into any agreements.
- Appropriate sponsorships will be sought from appropriate businesses and commerce as long as they benefit the school, have educational value, and do not involve associations with undesirable products, services or companies such as gambling, alcohol or tobacco products.
- Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board.
- Other sources of fundraising may come from local government councils, service clubs such as Lions and Rotary, business and community groups and philanthropic trusts with an interest in supporting educational projects.
- 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.

Review Cycle and Evaluation

This policy will be reviewed as part of the school's three year review cycle.