

1.0 PURPOSE OF POLICY

This policy sets out the principles and practices associated with fundraising, sponsorship, donations and commissions. These points should be noted:

- 1.1** Cash, kind or services will be used to enhance the school's facilities and the teaching and learning opportunities offered to our students.
- 1.2** Fundraising does not include Social Service activities.
- 1.3** Sponsorship is defined as the donation of cash, kind or services by a group or individual whereby the school and donor are mutually advantaged - the school by the donation and the donor through favourable publicity, recognition or other negotiated means. Sponsorship may be in cash, kind or services.
- 1.4** Donations are defined as the voluntary giving of cash, kind or services for use by the school. This may be for a designated purpose.
- 1.5** Commission is defined as the selling of goods such as chocolates or arranging activities such as school photographs from which the school receives commission.

2.0 PRINCIPLES

- 2.1** The Principal will be informed of any prospective donation.
- 2.2** Any fundraising, donation, sponsorship or commission must be in line with current DET and school policies (including Nutrition Policy) and be approved by Leadership team and or School Council, that meets as required
- 2.3** Sponsorship agreements will not influence the school's vision, policies, practices or ethos.
- 2.4** Sponsorship agreements will be in writing and available to members of the school community upon request.
- 2.5** All fundraising, donation, sponsorship or commission arrangements will be sympathetic to community views.
- 2.6** Whenever possible, fundraising will be spread across the year and at different target audiences (eg: specific year levels) to lessen the financial burden placed upon families.
- 2.7** Participation in all fundraising activities is voluntary and must be so stated on literature explaining the activity.
- 2.8** In the case of groups fundraising for a specific purpose, the group initiating the submission must complete an 'application for fundraising activity' and receive approval PRIOR to publicising the activity.
- 2.9** In the case of groups fundraising for a specific purpose, the group has the right to suggest how funds raised are expended.
- 2.10** Any member of the community will have the right to request a copy of the minutes of School Council meetings.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

- 3.1** The School Council and or Leadership team will meet as required-
- 3.2** The Principal will be responsible for the calling of meetings, preparation of the agenda and distribution of minutes.

This policy was reviewed May 2015 Approved by School Council Nov 2015

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- 3.3 The Leadership Team in conjunction with the sponsor will determine which curriculum area or facility will benefit from cash, kind or service.
- 3.4 A timeline is to be drawn up at the beginning of the year to enable an overview of the school's fundraising. This will include student, parent club and school fundraising.
- 3.5 Fundraising results will report directly to School Council and provide reports to the community (through the newsletter) and staff (through minutes).