



Fundraising Policy

Purpose:

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

Policy:

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

School staff and members of the school community may want to undertake fundraising activities for John Henry Primary School.

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*.

Fundraising for Charitable Causes

John Henry 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

Communication:

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

- available publicly on our school's website

- included in staff induction and child safety training processes
- discussed at staff briefings/meetings as required
- discussed at parent information nights/sessions
- discussed at student forums through communication tools
- made available in hard copy from school administration upon request

Policy Review and Approval:

Policy last reviewed -	21 st February, 2022
Approved by -	Principal & School Council
Next scheduled review date -	21 st February, 2026