

# Rowville Primary School

## Fundraising Policy



DET International CRICOS Code - 00861K

### **PURPOSE**

The Policy is designed to support Friends of Rowville Primary School (FORPS) in their fundraising efforts and to clarify the fundraising responsibilities, organisation, calendar, and target and resource allocation across the School. Key considerations to the success of the school's fundraising efforts are: The nature and timing of activities, the balance of demands on the school, the availability of volunteers and the sharing of resources.

### **IMPLEMENTATION**

Friends of Rowville Primary School (FORPS) will invite submissions for fundraising events ideas from all parties in the School.

Fundraising events should be shortlisted by taking into account the broader range of factors including the potential profit, effort required from volunteers and staff, risk, alignment to school values and the building of community.

A fundraising calendar of events will be developed each year taking into consideration the nature and timing of activities, the balance of demands on the school and the broader community, the availability of fundraising volunteers and the appropriate nature of a school run event. The calendar will provide adequate notice, planning time and opportunity for all areas of school life and aim to achieve the annual target set through the school budgeting process.

The fundraising calendar will be approved by School Council and advertised broadly to the school community.

All fundraising events will be run as Input Taxed Events and minuted at School Council as such.

Appropriate sponsorships will be sought from industry and commerce as long as they benefit the school, and promote desirable products in line with the ethos of the school.

Friends of Rowville Primary School (FORPS) will manage a master list of businesses and industries which may be approached for donations and ensure that each group is asked only once a year and that each is officially thanked for their support.

All fundraising activities should encourage school and broader community participation.

All fundraising financial transactions will be dealt with in accordance with DET internal control procedures, including (but not limited to) two persons to count fundraising money together, orders to be written prior to any purchase, payments made via invoice from creditors wherever possible, and reimbursement processes followed including supply of original receipt.

All fundraising revenue will be receipted into the Rowville Primary School Official Account using designated sub program on CASES21. All expenditure will be paid from Rowville Primary School Official Account using the same sub program.

All fundraising events must be self-resourcing.

All fundraising events must have appropriate internal control mechanisms, a specific purpose and leader. Appropriate fundraising targets may be required for particular functions.

All profits and losses associated with fundraising activities will be reported to School Council.

Friends of Rowville Primary School (FORPS) will keep the annual target under review and report progress periodically to School Council.

School Council will determine the use of fundraising profits.

### **EVALUATION**

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

This Policy was ratified by School Council on 2 June 2021 and is due to be reviewed in May 2024.