

Rowville Primary School

Fundraising Policy



DET International CRICOS Code - 00861K



Help for non-English speakers

If you need help to understand this policy, please contact Rowville Primary School.

PURPOSE

To provide parents/carers and other members of our school community with an overview of Rowville Primary School's approach to fundraising. It is designed to support Friends of Rowville Primary School (FORPS) in their fundraising efforts and to clarify the fundraising responsibilities.

POLICY

Fundraising is an important way for Rowville Primary School to raise money so that it can enhance the learning environment for students.

Friends of Rowville Primary School (FORPS) undertakes the major fundraising activities for Rowville Primary School.

Rowville 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 governance 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 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 receipted into the Rowville Primary School Official Account using the designated sub program. All expenditure will be paid from Rowville Primary School Official Account.

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

Fundraising for Charitable Causes

Rowville 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

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COMMUNICATION

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

- Available publicly on our school's website
- 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

Policy last reviewed	July 2024
Approved by	School Council
Next scheduled review date	July 2027