



# Black Hill Primary School Fundraising Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact Black Hill Primary School.

## PURPOSE

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

## POLICY

Fundraising is an important way for Black Hill Primary School to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities and upgrade existing playgrounds.

Black Hill Primary School encourages all members of our school community to be involved in fundraising initiatives with School Council welcoming proposals for fundraising to be considered by the fundraising committee.

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*.

All money raised for the school through fundraising, unless legally otherwise provided for, will be held on trust by the School Council for the general or particular purpose for which it was raised.

## Fundraising for Charitable Causes

Our 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.

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual

- Included in transition and enrolment packs
- Reminders in our school newsletter
- 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

### EVALUATION:

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

<b>Created date</b>	<b>April 2024</b>
<b>Consultation</b>	Staff, Parents, School Council Policy Sub-Committee
<b>Endorsed by</b>	Black Hill Primary School Council and school principal
<b>Endorsed on</b>	May 2024
<b>Next review date</b>	May 2027