



Elwood Primary School No 3942

Scott St. Elwood 3184 Telephone 9531 2762 Fax 9531 5497

POLICY NO: 32

Local Fundraising for the School

DATE: Review May 2011

PURPOSE

1. To recognise that funding in addition to that supplied by the government is necessary to provide the quality of programs which the community expects.
2. To establish a frame work for financial decision making about local fundraising.
3. To provide sub committees, groups or individuals planning school fundraising events with guidelines for planning, controlling, monitoring, delivering and evaluating school fundraising events.
4. To provide a template for planning, controlling, monitoring, delivering and evaluating financial management of the school fundraising event.

BROAD GUIDELINES

1. School Council is responsible for overall strategic planning and agrees on well defined objectives/outcomes of the fundraising
2. School Council is responsible for ensuring that all financial management is related to the goals, priorities and implementation of the school charter.
3. Principles of equity cover all aspects of fundraising with the principle that no student is disadvantaged due to individual family financial constraints.
4. Council ensures that existing school policies are followed where appropriate (Policies: No.7 Sponsorship; No 6 School Based Fundraising by Students; No 15 Investments; No 28 Hall Hire; No 31 Advertising).

IMPLEMENTATION

For each proposed fundraising event

1. Present a brief proposal/concept to the Community Engagement sub committee prior to any further development.
2. Community Engagement sub committee to make recommendation to School Council on viability/ suitability of proposal.
3. If event is approved, use the Fundraising Template (available from the school) to
 - a. Establish an effective organising committee composed of individuals with the right mix of skills and experience
 - b. Develop a project plan with timings
 - c. Develop a clearly defined marketing plan
 - d. Agree on and manage a comprehensive budget for the event
4. Communicate all of the above to relevant groups including the Principal and School Council to allow sufficient time for consultation and further approval of such plans
5. Recognise that all communication with outside groups such as the media needs to have the approval of the Principal
6. Plan and manage any ongoing communication to the school community in conjunction with the Principal eg through school newsletters

RESOURCES

1. School Policies- No.7 Sponsorship; No 6 School Based Fundraising by Students; No 15 Investments; No 28 Hall Hire; No 31 Advertising
2. Template for organizational and financial management of School Fundraising

EVALUATION : Procedures to be reviewed as required

REVIEW : In 2014