



1. BACKGROUND

Williamstown Primary School is fortunate to have many people who actively contribute to organising social opportunities and events for the purposes of bringing the school community together and /or raising funds for the school. Fundraising contributes to the school’s ability to provide a diverse range of quality programs for our school. In accordance with Part 4 Division 2 Regulation 48 of the *Education and Training Reform Regulations 2007*, the members of the school community may undertake fundraising activities, having as their objective the establishment or augmentation of school funds for a particular purpose, if the agreement of the Council is obtained.

The school has the authority to engage in any of the following activities:

Cooperatives	School Council does not have the authority to borrow money but school communities may raise loans through a cooperative for school projects. A report must be prepared each financial year and forwarded to the Registrar of Cooperatives, Department of Justice, Consumer Affairs. Contact: The Cooperatives Advisor at http://www.consumer.vic.gov.au/ . A kit about cooperatives is available from the Registrar of Cooperatives, PO Box 4567, Melbourne 3001.
Donations	School Councils may: apply to the Australian Taxation Office (ATO) to have a donation recognised as tax deductible only advise donors that a donation is tax deductible when they receive ATO approval and must provide an official receipt.
Fund Raising for Charitable Causes	School Councils should seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity. Schools may support charitable appeals and should consider whether the methods used to raise funds for any specific appeal are appropriate.
Hire of School Facilities	School Councils may allow the use of school facilities by outside bodies when the facilities are not required for school purposes School Council is responsible for establishing the terms and conditions of use.
Leasing of Space for Advertising	For information, please refer to: Advertising on school sites (site locked)
Raffles and Bingo	Schools: must obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting a raffle or bingo should seek advice from Consumer Affairs Victoria before undertaking any activities involving the consumption or sale of alcohol. need to be aware of both the <i>Liquor Control Reform Act 1998</i> and the <i>Gambling Regulations Act 2003</i> , if the school is considering using liquor as a prize.
Sponsorship and Promotions	School Councils Must not enter into sponsorship arrangements with organisations involved with tobacco or alcohol Should take into account the views and values of the school community, the school’s strategic plan and the educational value of any activities directly involving students
Other Sources	Other sources of financial assistance may be: local government councils service clubs, such as Apex, Lions and Rotary, businesses and community groups. philanthropic trusts with an interest in supporting educational projects.

2. PURPOSE

- To ensure that Williamstown Primary School conducts fund raising activities within DET guidelines.
- To ensure that our school community is clear about the types of fundraising activities we plan and implement.

3. DEFINITIONS

"School" means Williamstown Primary School

4. PROCEDURES FOR IMPLEMENTATION

- School Council will authorise all fund raising activities.
- Funds raised by members of the school community will be in accordance with the Regulations.
- School Council will engage with the Friends of Willy (FoW) parent's group in planning and conducting fundraising activities. Funds are raised through a variety of activities, including traditional annual events such as: Mothers' and Fathers' Day stalls, Footy Day events, Easter Raffle
- In addition, bigger key events are also organised, for example, Trivia Nights, School Fetes, Parent / teacher Reviews.
- Such activities are coordinated by the Friends of Willy and overseen by School Council.
- A nominated FoW representative is invited to join the School Council with the purpose of being a conduit between these two bodies. All events must be endorsed by School Council before being advertised or canvassed for and are considered in terms of the guidelines set by DET as being appropriate for schools.
- Persons wishing to run any event for, or in the school's name, must follow the procedures below:
 1. A timetable of regular fundraising events is in place. These events are considered and endorsed by the Principal (on behalf of School Council) in consultation with the FoW coordinator annually. However, other events may be planned in addition to these and will be considered and endorsed by FoW and School Council accordingly.
 2. During term 4 of the preceding school year, all school community members are invited to attend a FoW meeting for the purpose of planning the following year's events. At this meeting suggestions for events are raised and a plan for that year is determined and prepared for endorsement by the School Council.
 3. Notwithstanding 2 above, any ideas for fundraising events which arise during the course of the year must be discussed with the FoW coordinator and Principal to have them timetabled onto the school calendar. Approval for new events needs to be sought from the School Council by FoW.
 4. Organising teams are established to coordinate the events. Coordinators of each team will be invited to attend a meeting with the Principal and the FoW representative on School Council to discuss planned fundraising events and activities for the year.
 5. Proposals for fundraising events need to indicate a draft budget, including the likely potential financial gain for the school, and to outline any potential risk.
 6. The Principal and FoW representative in conjunction with the events coordinators will timetable these events in view of the school calendar and other fundraising proposals and ideas.
- The dispersion of funds raised by any group within the school community is at the discretion of the School Council. Input from the FoW group will be sought for the bigger key events, with the school providing ideas as to areas/items for which fundraising would be greatly welcomed.
- Given that School Council has the responsibility to oversee implementation of all DET guidelines and policies, including legal issues such as public liability, duty of care, privacy, School Council will formally notify organisers of major fundraising events of confirmation of the parameters of the event, including the date and time. Where School Council deems a need for proposed events to be further considered, or are considered not to be in line with timetabling, the current direction of the school or the DET guidelines, the organisers of the proposed events will be notified accordingly.
- Please refer also to the school's Financial Management Policy and the DET's reference: www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx

5. REVIEW AND POLICY HISTORY

This policy is due for formal review in February 2019 although it may be changed at any time as required after approval by School Council and the Principal or if guidelines change (latest DET update January 2016).

Policy History

Version Approval Date	Summary of Changes
September 2013	New guidelines
November 2015	Update - New DET Policy
April 2016	Update (Jan 2016)