



# OAK PARK PRIMARY SCHOOL

## FUNDRAISING POLICY

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#### 1. **RATIONALE:**

Fundraising at Oak Park Primary School provides a means of obtaining valued resources or services for the benefit of the school community particularly the students, for which money might otherwise not be available through the Student Resource Package (SRP).

The school also receives regular approaches from charities to assist with their fundraising.

#### 2. **POLICY STATEMENT:**

The aim of this policy is to help to ensure the benefits of fundraising are balanced with the impact on the school community in terms of the effort involved in organisation and the financial burden on parents/carers.

#### 3. **IMPLEMENTATION:**

- i. As part of the usual budget cycle, a fundraising target for the following year will be set. This will occur in Term 4 and be confirmed by the end of Term 1 the following year (after the SRP has been confirmed).
- ii. The Parents and Friends Association (PFA) will establish a proposed 'events/fundraising calendar' prior to the end of term 1 each year. The PFA will also decide which charity/ies it will assist in the next year.
- iii. School staff to draw up an events calendar which will incorporate curriculum related events eg Science Week, Literacy Week as well as other events eg Footy Day. This calendar is to be completed before the end of term 1.
- iv. The Junior School Council (JSC) will also determine the fundraising and other events they would like to organise prior to the end of term 1. Also, the charity (if any) it would like to support.
- v. Submissions from the community for recommended charities to support should be forwarded via the PFA before the end of February.



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- vi. After considering all of the above, the Principal and Assistant Principal, in consultation with the PFA President, will establish the whole school events/fundraising calendar each year.
- vii. The Events/Fundraising Calendar will be published and communicated to the whole school community early in term 2.
- viii. When a fundraising activity has been organised, the community will be informed as to who will be the beneficiaries of the fundraising. ie the school or charity
- ix. Individuals are not permitted to fundraise within the school community, but may take suggestions to a relevant group.

### “Whole of School” Fundraising

Any fundraising that targets the whole school must have School Council approval in advance.

(“Whole of school” means the fundraising advertising/effort goes out across the school, not just within an area of the school eg Grade 5/6).

This definition applies whether the funds are used for the whole school, charity(ies) or a group within the school. School Council will give consideration to:

- The nature of the proposed activity/event
- The purpose for which the funds are to be used and expected benefit for the school
- Financial and any other impacts/obligations on students, parents/carers and school staff
- The number of other fundraising or school events and their timing
- The issue of equity across the school
- The commitment and capacity of the organising group to conduct the fundraiser effectively; and where a charity is involved – the charity(ies)’ purpose, reputation and bona-fides.

It is expected that the school would hold no more than two *major* fundraisers per year.

\* A major fundraiser is one where the fundraising target is over \$1500.

Whilst every reasonable effort should be made to have all “whole of school” fundraisers approved in advance by the School Council, if this is not feasible in given circumstances, approval may be given by agreement of the Principal and School Council President, with the decision tabled at the next School Council meeting.



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### PARENTS AND FRIENDS ASSOCIATION

The PFA is the body responsible for overseeing fundraising at Oak Park Primary School.

The PFA will:

- Provide a central point of reference for all fundraising.
- Maintain an annual calendar of fundraising activities and other school events. This calendar will be on display in the school.
- Be responsible for conducting fundraising events – but no more than two *major* fundraising events per calendar year.
- Fundraising for charities may also be part of the fundraising calendar. Only bona-fide charities should be supported. Any fundraising for charities needs School Council approval in advance.
- The PFA's role is not to approve or deny fundraising requests, but through consultation with relevant groups to help ensure an even spread of fundraising activities, avoid clashes and keep money being requested from our school community at a reasonable and affordable level.

Any areas of conflict should be referred to the principal.

### Student Representative Council (SRC)

The SRC agrees on which charity(ies) it wishes to support during each year. The SRC may decide to conduct one 'Out of Uniform' day per term for fundraising purposes. Funds raised are divided between their chosen charities and the school.

### Class Fundraising

Any class or classes wishing to conduct "whole of school" fundraisers will need School Council approval. Other fundraising may be conducted with approval from the Principal or Assistant Principal, after consultation with the PFA.

### Accountability for Funds

Any group undertaking fundraising must ensure the accountability of funds collected. What this involves in practice will depend on the nature of the fundraiser and the amount of money involved.

It may include: provision of receipts, two people receiving/counting money together, prompt banking; appropriate record keeping and the reporting of financial outcomes, including any expenses incurred in the fundraising. If monies are to be received via the office/classroom, this



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must be negotiated in advance with the Business Manager. Appropriate security measures should be implemented at all times.

### Use of Funds

Generally speaking, any funds raised will be used to support the school's Student Resource Package (SRP).

In respect to major fundraising, the Finance Committee will advise the PFA of any targets set for the year or other relevant budget information for their consideration. The PFA is encouraged to make suggestions/recommendations to School Council on how monies should be spent. Monies raised above the target will be directed toward identified priorities.

Some fundraising activities may be organised for a specific purpose outside the SRP. Any such fundraising activities should be clear in stating the purpose for which funds will be used, and in any advertising to the school community. This information should be as specific as possible under the circumstances. After the fundraising activity, the exact amount of money raised and how it has/will be spent, should be reported at the next appropriate opportunity to the school community.

### Ethical Behaviour

Those involved in fundraising activities/events for Oak Park are expected to act honestly and ethically. It is appreciated that members of the school community may have a personal or vested interest in fundraising (for example, where their own business or children are specifically involved).

Whilst this may be entirely appropriate, it is important that any personal interests are clearly stated so that open and informed decisions are made.

#### **4. MONITORING, EVALUATION AND REVIEW:**

This policy will be evaluated annually as part of the cyclic Program Budget Evaluation.

#### **5. REFERENCES:**

Fundraising is permitted under the Education Regulations. Specific guidelines which may be relevant can be found at:

<http://www.education.vic.gov.au/management/governance/spag/finmanagement/funding/generatedfunding.htm>



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6. This policy was ratified by School Council on 3<sup>rd</sup> August 2011