

MANIFOLD HEIGHTS PS FUNDRAISING

POLICY

Rationale:

- Fundraising contributes to the school's ability to provide a diverse range of quality programs and resources.

Aims:

- To supplement funds provided by Department of Education & Training to the school to enrich curriculum programs and resources, improve student welfare, facilities, community relations and the school environment.

Implementation:

- School Council will have a Productivity Committee who has the core responsibility to conduct fundraising activities to raise money for the school. Events will be decided by School Council on an annual basis at the commencement of each year.
- All fundraising proposals will require a budget to be completed in conjunction with the Business Manager prior to the event being presented to School Council.
- All fundraising proposals will be presented to School Council for approval prior to the event taking place with the exception of those related to Junior School Council which the Principal will approve and oversee.
- All fundraising events must have appropriate internal control mechanisms and be compliant with DET Financial Management Guidelines.
- Fundraising monies will be allocated on the basis of priorities identified by School Council in consultation with the Principal, staff and the school community and must have a specific purpose so that contributors understand the purpose of the activity. However, the ultimate decision remains with School Council.
- Areas for the disbursement of funds, will include, but not be limited to:
 - Improvement of school grounds
 - Teaching and learning resources, training, professional development and programs
- A profit and loss statement must be presented to School Council following each fundraising event. This information will also be made available to the wider community via the school newsletter.
- Funds will only be approved for spending by the Business Manager following completion of the fundraising and payment of any outstanding invoices.
- Up to \$2,000.00 will be available annually for staff to utilise for improving teaching and learning through the purchase of resources, training or the provision of specific programs. Staff will be required to present to School Council a written SC Teaching & Learning Grant proposal outlining the amount required, an implementation plan and a process for evaluating outcomes. School Council will allocate funds at the beginning of each year, based on the submitted proposals. Any funds not spent will be held until the end of the year for ad hoc allocation, however, if not allocated by the end of the school year funds will be returned to the main fundraising account.

- Up to \$500.00 will be allocated annually to the School Council Initiatives budget for the running of school community events such as morning teas at working bees, Family BBQ and parent morning teas etc.
- The Productivity Committee in conjunction with the Business Manager and Principal will have responsibilities including providing advice and recommendations to School Council in relation to fundraising events.
- Any fundraising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Department of Education & Training prior to entering into any agreements.
- Appropriate sponsorships will be sought from industry and commerce so long as they benefit the school, have educational value, and do not involve associations with undesirable products, services or companies.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All transactions related to fundraising activities will be reported to School Council.

Evaluation:

- This policy will be reviewed regularly as part of the school's three-year review cycle.

This policy was last ratified by School Council in....	February 2017
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