POLICY ON FUNDRAISING

PHILOSOPHY: Fundraising at Ardtornish 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. It is recognised that the benefits of fundraising must be balanced with the impact on the school community in terms of the effort involved in organisation and the financial burden on parents/carers.

DEPARTMENT OF EDUCATION GUIDANCE: Fundraising is permitted under the Education Regulations. Specific guidelines which may be relevant include:
- ‘Charitable collections in schools’ (AIG)
- ‘Lotteries, raffles and tipping competitions conducted in schools’ (AIG); and
- ‘Healthy Eating’ guidelines for schools and Food Hygiene regulations

RELATED APS POLICIES: Discos, Sponsorship, Learning Beyond the School: Camps and Excursions, Canteen.

POLICY

Who may conduct fundraising?
Fundraising may be conducted by various groups within the school community. These include, but are not limited to: Fundraising and Community Events, Parent Representative Group, Student Representative Council, sporting groups within the Sports portfolio and classes.

Individuals are not permitted to fundraise within the school community, but may take suggestions to a relevant group.

Any requests for advertising or sponsorship must be made in writing to the Governing Council.

“Whole of School” Fundraising
Any fundraising that targets the whole school must have Governing Council approval in advance. (“Whole of school” means the fundraising advertising goes out across the school, not just within an organising group. This definition applies whether the funds are used for the whole school, charity(ies) or a group within the school.) Governing Council will have regard 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.

All approved fundraising activities are to be documented in Governing Council Minutes.

It is expected that FACE would hold no more than two major fundraisers per year, one of which may be a quiz night.
Whilst every reasonable effort should be made to have all “whole of school” fundraisers approved in advance by Governing Council, if this is not feasible in given circumstances, approval may be given by agreement of the Principal and Chairperson, with the decision tabled at Governing Council.

**Other Fundraising**
Other fundraising must be endorsed by the relevant group responsible and conducted as agreed. The group must consult with the FACE Co-ordinator and complete the provided fundraising activity form. After the fundraiser is completed, FACE should be advised of the net amount raised.

**Fundraising and Special Events (FACE)**
The FACE group is responsible for overseeing fundraising at Ardtornish Primary School. FACE will:

- Inform the school community of the name and contact details of the FACE Co-ordinator, and agreed arrangements should this person not be available.

- Provide a central point of reference for all fundraising. FACE’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. Should FACE have concerns about any particular fundraiser, the FACE Co-ordinator should first try to amicably resolve the matter with the relevant Group leader. If this is not possible, the matter may be referred to Governing Council for discussion and a decision.

- Keep up-to-date with relevant legislation, policy and guidelines, to advise fundraising organisers where appropriate. In particular, this relates to lotteries or raffles.

- Maintain an annual calendar of fundraising activities and other school events clearly showing the name of the organising group, the nature of the fundraiser (eg quiz night, chocolate drive, raffle etc.) and the date(s) it is to be conducted. The net amount raised from each fundraiser will also be recorded. This calendar will be on display in the school staff room.

- Provide a pro-forma “Fundraising Activity Form” for each fundraiser.

- Retain a folder of all incoming fundraising correspondence as a reference for any group wishing to access it. This should be retained in the Office for ease of access.

- Be responsible for conducting no more that two major fundraising events per calendar year.

- Recommend to Governing Council how any funds raised from major fundraisers should be spent, in the best interests of the school community, particularly the students.

**Student Representative Group (SRC)**
The SRC agrees on which charity(ies) it wishes to support during each year. SRC may decide to conduct up to two “civvy” days per term for fundraising purposes. Funds raised are divided between their chosen charities and the school.

**Parent Representative Group (PRG)**
PRG may conduct fundraising in accordance with this policy.

**Class Fundraising**
Any class or classes wishing to conduct “whole of school” fundraisers will need Governing Council approval. Other fundraising may be conducted with approval from the Principal or Deputy Principal, after consultation with the FACE Co-ordinator.
**Sporting Groups**
Any fundraisers for sporting groups will be approved by the Sports Portfolio, and the FACE Co-ordinator consulted. Discos are traditionally run by sporting groups as fundraising activities. These must be organised in accordance with the APS Disco Policy.

**Playgroup, Kindergarten and Out-of-School Hours Care**
The FACE Co-ordinator will liaise with the School Community Co-ordinator regarding planned fundraising by any of these groups and ensure these are recorded on the fundraising calendar.

**Fundraising for Charity(ies)**
“Fundraising for charities may be conducted by various groups within the school, such as the “Biggest Morning Tea” by the PRG. Any such fundraising must be by agreement of the group and documented in their Minutes. Only bona-fide charities should be supported. Any major fundraising for charities needs Governing Council approval in advance.

**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 Bookroom, this must be negotiated in advance with the Finance Officer.

**Use of Funds**
The decision on how funds raised should be spent, is the responsibility of the group organising the fundraiser. Funds must be used in a way that is consistent with the group’s role and purpose.

Any minor or major fundraising activities should be clear in stating the purpose for which funds will be used, at the time of seeking approval for the activity 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 relevant group/meeting.

In respect to major fundraising, the Finance Portfolio will advise the FACE Co-ordinator of any unfunded submissions for the year or other relevant budget information for their consideration. FACE will make recommendations to Governing Council on how monies should be spent.

**Ethical Behaviour**
Those involved in fundraising activities/events for Ardtornish 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.

**Law, Policy and Guidelines**
All Ardtornish fundraising is expected to comply with relevant law and with this Policy. Specific information with regard to the conduct of lotteries or raffles can be obtained from the FACE Co-ordinator.