

# Northern Bay P-12 College

## FUNDRAISING POLICY NBC008

### 1. PURPOSE

Fundraising contributes to the College and Campus ability to provide a diverse range of quality programs. Funds may be raised to achieve the educational goals of the College and its campuses.

### 2. BROAD GUIDELINES

- 2.1. In accordance with Regulation 8.19 of the Education Regulations 1988, School Council may raise funds for school purposes by conducting local efforts or amusements.
- 2.2. All fundraising events must be presented to School Council for pre-approval.
- 2.3. The fundraiser is subject to appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- 2.4. Charitable Appeals can be supported but consideration must ensure the methods used to raise funds for any specific appeal are appropriate.
- 2.5. All fundraising activities will be identified as such, and will only involve voluntary participation.
- 2.6. Services such as Mothers's Day and Father's Day stalls can be run at campus level as an extra non-profit fundraiser.
- 2.7. Campuses without an onsite canteen service can provide a not-for profit food service at the discretion of the campus principal and School Council approval.
- 2.8. Casual Dress is a non uniform activity and can be identified as a fund raiser for either charitable purpose or program support.
- 2.9. Fundraising activities seeking contributions from the general public are not part of the Campus format. Events such as Bunnings BBQ will be coordinated centrally by approach to College Liaison Officer.

### 3. IMPLEMENTATION

- 3.1. Each campus will have a Fund Raising sub-committee with a core responsibility of planning and conducting fund raising activities at each campus.
- 3.2. The School Council Finance sub-committee has responsibilities including providing advice and recommendations to school council in relation to voluntary contributions, sponsorships and college wide fund raising .
- 3.3. School Council will seek voluntary contributions from parents in accordance with DET requirements and expectations.
- 3.4. 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 such as alcohol or tobacco products.
- 3.5. All requests for financial assistance (sponsors / donations) must be coordinated through the college Liaison Officer. This particularly includes local business, Viva Energy and Bunnings. It does not include approaching State Schools Relief for direct student support.
- 3.6. All profits (and losses) associated with fundraising activities must be reported to the wider campus or college community.
- 3.7. It is an auditory requirement that fundraising activities be presented to School Council at the start of the school year. Exceptions to this are SRC and curriculum based fundraising activities which will be accepted by School Council the term prior to the event. An exception can also be made for opportunities that arise without notice throughout the year.

- 3.8. In the event that a fundraising activity is conducted without School Council approval, any money collected will go into a college fundraising budget.
- 3.9. Any fund raising involving raffles or bingo must be pre-approved by School Council at least four weeks prior to the expected launch date and be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board. Council has this authorisation with \$5000 as a limit to the possible income from any raffle.
- 3.10. All transactions related to fundraising activities must be reported to School Council on a monthly basis.
- 3.11. Campus level Casual Dress days can occur once a semester and preferably be the initiative of a student body, such as Student Representative Council.
- 3.12. One major raffle will be considered annually by School Council as a college fund raising event
- 3.13. Campus fundraising must be endorsed by the campus principal and be minuted in consultative committees while college fundraising must be endorsed by college principal and minuted in college consultative prior to School Council endorsement.
- 3.14. Applications are to be made on the appropriate Fund Raising Form NBC008A
- 3.15. Coordinators must inform the purpose and outcome of the fundraising activity to the community via newsletters within one month of the completion.

**4. EVALUATION**

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

Reference:

<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx>

<b>Document #</b>	<b>Committee Responsible</b>	<b>Review Date</b>	<b>Public Location</b>	<b>Ratified</b>
NBC008	Finance	Oct 2018	Website	October 2015
	<b>Related Documents</b>			
NBC008A	Fundraising Application Form			