

# FUNDRAISING POLICY

Approved by School Council in May 2020



## PURPOSE

To provide parents/carers and other members of our school community with an overview of Thornbury High School's approach to fundraising.

## POLICY

Fundraising is an important way for Thornbury High School to raise money that supports our outstanding co-curricula programs, including Music, Sport and Student Leadership. School staff, members of the school community, student groups or parent committees may want to undertake fundraising activities for Thornbury High School.

Thornbury High School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising. Fundraising is a function of the school council and council must approve all fundraising events or activities on behalf of our school.

Throughout the year, the school council will approve any upcoming fundraising events or activities. In deciding whether or not to approve particular fundraising events or activities, the school council will act in accordance with legal requirements, any relevant Department of Education and Training policy or guideline, and the Department's Finance Manual for Victorian Government Schools.

All money raised through fundraising, unless legally otherwise provided for, will be held in trust by the school council for the general or particular purpose for which it was raised. Once funds have been acquitted, the wider school community will be informed.

### **Fundraising for Charitable Causes**

Thornbury High School, through the school council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, school council may:

- Consider whether the methods used to raise funds for any specific charitable appeal are appropriate.
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity.

## FURTHER INFORMATION AND RESOURCES

- [School Policy and Advisory Guide: School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)
  - [Internal Controls for Victorian Government Schools](#)
  - [Cash handling Resources](#)
    - Cash Handling Best Practice Controls
    - Cash Handling Authorised Form Fundraising Collection
    - Cash Handling Authorised Form Ticket Sales Not at Office
    - Cash Handling Authorised Form

## REVIEW CYCLE

This policy was last updated May 2020 and is scheduled for review in May 2023/24