



PATTERSON RIVER  
SECONDARY COLLEGE

---

# FUNDRAISING POLICY

2019-2023

PERSISTENCE · EXCELLENCE · COMMUNITY · RESPECT

---

## Policy Background

- All fundraising activities in Victorian Government Schools require school council approval
- Patterson River Secondary College is fortunate to have many people who actively contribute to organising social opportunities and events for the purposes of bringing the school community together and /or raising funds for the school.
- School staff and/or members of the school community may want to undertake fundraising activities for Patterson River Secondary College.
- Patterson River Secondary College 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.

## Purpose Statement

To ensure that Patterson River Secondary College conducts fundraising activities within DET guidelines and that our school community is clear about the types of fundraising activities we plan and implement.

## Guidelines

Fundraising activities require approval prior to any fundraising event. In Term 1 each year, groups that are frequently involved in fundraising activities (e.g. Student Representative Council, VCAL, Performing Arts & PRSC Respect Group) are required to submit a plan for any fundraising activities for the year. This is to be reviewed by school council at the March meeting. If it is necessary during the year, the School Council may approve additional fundraising events or activities.

Any funds raised at the College or at a College organised event will be used towards College programs or a deductible gift recipient (DGR) endorsed community organisation.

Funds raised for a student activity in an effort to reduce costs (such as an excursion or overseas trip) that use College facilities, programs or events require prior approval and need to ensure that:

- All funds are held and expended by the school on behalf of the students (e.g. transportation or accommodation costs)
- Follow the guidelines set out in the Cash Handling Policy
- The purpose of the fundraising needs to be communicated to those donating
- Funds need to be used equally towards all students involved in the fundraising activity

Individual students may approach a staff association representative for assistance (e.g. selling items in the staffroom).

In deciding whether or not to approve particular fundraising events or activities, 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 on trust by School Council for the general or particular purpose for which it was raised. Any cash collected must follow the Cash Handling Policy.

All plans and individual applications are to be submitted via appropriate templates. These can be collected from the business manager or accounts receivable personnel.

### Fundraising for Charitable Causes

Patterson River Secondary College, through 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

## Fundraising involving Minor Gambling

If fundraising involves a raffle, bingo or other minor gambling activities, permission and instructions must be sought from the [Victorian Commission for Gambling and Liquor Regulation](#).

## Key Responsibilities

**Principal** – Inform school community on a yearly basis regarding fundraising requirements

**Business Manager** – ensure that collection of money and distribution of funds from fundraising activities are in accordance to this policy.

**School Staff** – Ensure that prior approval has been granted before embarking on any fundraising activities and collecting any money

**School Staff** – Ensure that all money is collected in accordance to the cash handling policy at the College.

## Related Documents

Cash Handling Policy (Compass)

Fundraising Application Form (see accounts receivable)

Fundraising Year Plan Form (see accounts receivable)

Fundraising – Cash Handling Control Form (see accounts receivable)

## Links

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

## Review

This policy was approved by School Council on 22 July 2019 and is scheduled for review in 2023.