



Urquhart Park Primary School

FUNDRAISING POLICY

Rationale:-

Fundraising at Urquhart Park Primary School provides a means of obtaining valued resources or services for the benefit of the school community, particularly the students. 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. School Council must approve any fundraising activity to be conducted:

- within the school,
- on behalf of the school, or
- by students, teachers, parents and any external organisations if the fundraising is to be conducted on behalf of the school.

Aims:-

The aims of our fundraising include-

- To build community engagement as students, parents and staff work together to achieve common goals.
- To raise sufficient funds to achieve the educational goals, facilities and improvements required of the school.

Implementation:

- All fundraising activities will be identified as such, and will only involve voluntary participation.
- Fundraising may be conducted by various groups within the school community. These include, but are not limited to Community Engagement, Student Voice, sporting groups within the school and classes.
- Individuals are **not permitted** to fundraise within the school community, but may take suggestions to the Community Engagement Sub-Committee of School Council.
- School Council has the potential to hire school facilities to outside bodies when the facilities are not required for school purposes and has the responsibility to establish the terms and conditions of use. Such agreements may have insurance implications.
- Any fundraising must have School Council approval in advance. In giving its approval School Council will consider:
 - The nature of the proposed event / activity and how it will be carried out
 - the risks, if any, the fundraising activity exposes the school or public to (for example, does the activity involve physical risks or risks to the school's reputation?), and how those risks are being managed
 - the legal requirements that apply (for example, whether a permit or licence is required), and whether they have been complied with; the transparency and accountability of the fundraising and whether reliable estimates of revenue and expenditure have been prepared to ensure that the funds raised will be greater than the costs of running the activity
 - The purpose for which the funds are to be used and the 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 the timing
 - The issue of equity across the school
 - The commitment and capacity of the organising group to conduct the fundraiser effectively
- Fundraising to support external organisations will be approved by School Council as appropriate.

- All approved fundraising activities are to be documented in School Council minutes.

The role of the Community Engagement Sub- Committee

Cash / Funds Collection and Management

When handling money, a group undertaking fundraising must ensure that:

- The Business Manager is aware of any proposed Fundraising Activity and arrangements made regarding the secure storage of money well in advance of the activity/event.
- At least two adults are present at all times in a secure environment when cash is tallied at the conclusion of the school fundraising activity.
- Appropriate record keeping is implemented to show revenue and expenditure, including all proof of expense incurred with the fundraising activity.
- Payments for goods and services related to an event should only be made from the School's account, not directly from the events cash receipts.
- All donations and payments to be received via the Business Manager on the day of the fundraising event, or as negotiated with the Business Manager

Use of Funds

- How funds raised will be distributed and used must be stated on the official Fundraising Activity form submitted to the Community Engagement Sub- Committee.
- Funds must be used in ways that are consistent with the school's priorities and programs.
- When seeking approval from School Council regarding minor or major fundraising activities, the intended use of funds should be stated and upon approval, advertised to the school community.
- After the fundraising activity, the exact amount of money raised and how it will be spent should be reported to School Council at the next appropriate opportunity.

Restrictions

- The safety of students must be a primary consideration in all school fundraising activities.
- In addition to any required parental consent, student fundraising activities require supervision and should be age-appropriate.
- The personal information of staff, students or other individuals will not be shared for the purposes of fundraising without prior consent.
- School fundraising must not promote an external product or service, or be for the personal benefit of any individual, except when that benefit is within the stated purpose of the fundraising.
- School suppliers should be supported for the purchase of fundraising goods whenever possible.

Ethical behaviour

- Those involved in fundraising activities/events for Urquhart Park 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. It is important that any personal interests be clearly stated so that open and informed decisions are made and expected procedures are followed.
- The school's name must not be linked with any fundraising event without School Council approval.
- All transactions related to fundraising activities will be reported to School Council.
- All funds raised are used at the discretion of School Council.

Evaluation:

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

This policy was last ratified by School Council in September, 2017

