

# NORTHERN BAY COLLEGE

## FUNDRAISING POLICY

### PURPOSE

To provide parents/carers and other members of our school community with an overview of Northern Bay College's approach to fundraising.

### POLICY

- Fundraising is an important way for Northern Bay College to raise money so that it deliver additional learning opportunities, programs for students, improved campus amenities and environmental enhancements.
- School staff, members of the school community may want to undertake fundraising activities for their campus or the whole college.
- Northern Bay College encourages all members of our school community to be involved in fundraising initiatives and school council welcomes 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.
- At the beginning of each school year, the school council will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the school council may approve additional fundraising events or activities in particular those initiated by students.
- 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 on trust by the school council for the general or particular purpose for which it was raised.
- Completed requests need to indicate the purpose of the activity and estimate costs and expenditures.
- Planners should limit the number of activities that have confectionery and fast food sales as the main source of funds.

### Fundraising for Charitable Causes

Northern Bay College, 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 approved by school council on May 2021 and is scheduled for review in May 2024.