



## Fundraising Policy

### RATIONALE:

Fundraising is an important way to supplement the school's finances, allowing additional learning opportunities/programs and to improve school amenities as required. Maffra Secondary College also wants to foster a broader outlook by supporting appropriate philanthropic or charitable causes. We encourage all members of our school community to be involved in fundraising initiatives, and school council welcomes fundraising proposals.

In accordance with *Education and Training Reform Act 2006* and *Education and Training Regulations 2017*, Maffra Secondary College School Council is held responsible for all finances of the school, including all monies collected in its name. Accordingly, a formal Fundraising Policy is required and made available for all members of the college community, to guide fundraising initiatives, decisions and actions.

### AIM:

The fundraising policy of Maffra Secondary College aims to guide all members of the college community, to ensure that the following objectives are met:

- Submissions and approvals need to distinguish clearly between fundraising for the college (educational benefits to the student cohort), and other recognised charitable causes which the college community has decided to support.
- Funds and monies cannot advantage individual students over others. (Guidance may be provided on alternative ways to raise money or support in specific circumstances, which may be communicated within the college or by newsletter from time to time).
- Fundraising activities should be co-ordinated to not interfere with, or duplicate other initiatives, including other fundraising or regular school activities. (Such as a 'Uniform Free' day, when other activities or excursions require school uniform).
- All fundraising events/activities meet regulatory requirements including the '*Fundraising Act 1998*', the '*Gambling Regulation Act 2003*', the DET guidelines as above, and the Department's *Finance Manual for Victorian Government Schools*.

Other 'School Generated Funding' such as donations, philanthropic trusts, after hour's tuition and hire of facilities, or leasing space for advertising are catered for in DET guidelines. Maffra Secondary College will comply with legislation to address any of these opportunities should they arise, and amend the fundraising policy where necessary.

### CATEGORIES OF FUNDRAISING:

- **Eligible tax deductible donations** such as a 'Building Fund' or 'Library Funds'. The finance sub-committee and school council will communicate these initiatives as required, and will nominate the specific purpose.

- **Parent Club** conducts general fundraising. The largest event is the annual MSC Parent Club Deb Ball. Other initiatives are also on the annual calendar and the funds raised by the Parent club are distributed throughout the college for equipment and other curriculum based resources.
- **Curriculum areas** may raise funds for particular projects, activities or to replace equipment such as the Human Powered Vehicle, when required.
- **Student Leadership** will raise funds for charitable causes. This may include ‘State Schools Relief’, ‘Beyond Blue’, ‘RU OK’ day and other charitable causes. DET guidelines suggest considering the reputation of the cause, as well as maintaining the reputation of the college.

#### **GUIDELINES:**

Ideally at the beginning of each school year, MSC school council will approve any regular fundraising events or activities for the upcoming year. If necessary during the year, school council may approve additional fundraising events, provided they can be accommodated. This process takes a minimum of 6 weeks, and venues or equipment should not be booked before an application is approved.

All fundraising should be carefully planned over the College year so that one project does not detract from another. This includes being mindful of teacher and parent workloads, as well as the generosity of businesses and our community. A calendar of activities will be maintained by the finance sub-committee and Parent Club. *‘Uniform Free’ days will be limited to one event per school term.*

Before considering a fundraising request, it is suggested that a conversation is had with a member of the leadership or Principal team. Students are encouraged to seek advice from the student leadership or a staff member, who will guide initiatives and how to proceed to the application stage.

Please note: Excursion costs for sporting or other competitions would not normally comply with permitted fundraising criteria and will be referred to other out-of-school options.

All fundraising requests must be submitted via the ‘Fundraising Application Form’, available on Compass or at the front office. Elements of this policy are reflected within this application form, to ensure that fundraising requests are likely to meet approval criteria.

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. Budgets, floats, collection and banking forms are contained within the application form.

Any school based fundraising involving a food component, will be evaluated for adverse impacts on the college canteen. As a matter of course, the canteen should be notified of these events.

Policy last reviewed	August 2019
Consultation	School Council Sub-Committees
Approved by	School Council
Next scheduled review date	Reviewed as part of the school’s review cycle, or earlier if deemed necessary.