



FUNDRAISING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact North Geelong Secondary College on 03 5240 5800 or north.geelong.sc@education.vic.gov.au.

PURPOSE

The purpose of this policy is to:

- To provide parents/carers and other members of our college community with an overview of North Geelong Secondary College's approach to fundraising.

POLICY

Fundraising is an important way for North Geelong Secondary College to raise money so that it can deliver additional learning opportunities, programs for students, improve college amenities etc.

College staff and student members of the college community may want to undertake fundraising activities for North Geelong Secondary College.

North Geelong Secondary College encourages all members of our college community to be involved in fundraising initiatives and the School Council welcomes all proposals for fundraising.

Fundraising is a function of the School Council and Council must approve all college-related fundraising events or activities on behalf of our college.

At the beginning of each school year, the School Council will approve any college-related 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 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 policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

All money raised for the college 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.

Fundraising for Charitable Causes

North Geelong Secondary College may also decide to fundraise for charitable causes external to the college. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal 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.

COMMUNICATION

This policy will be communicated to our college community in the following ways:

- Available publicly on college website
- Included in staff induction/training processes
- Included in our staff handbook/manual
- Discussed at information nights/sessions
- Reminder in college newsletters
- Hard copy available from college administration upon request

FURTHER INFORMATION and RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Fundraising Activities \(including fetes\)](#)
- [Finance Manual — Financial Management for Schools](#)
- [Fundraising Act 1998](#)

POLICY REVIEW and APPROVAL

Policy last reviewed	20/02/2024
Consultation	School Council 20/02/2024
Approved by	Principal
Next scheduled review date	Before 02/26