



MONTMORENCY SECONDARY COLLEGE

FUNDRAISING POLICY

PURPOSE

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

POLICY

Fundraising is an important way for Montmorency Secondary College to raise money so that it can enhance the school's ability to provide a diverse range of quality programs for its students and provide opportunities for the College community to make significant contributions to charitable organizations.

School staff, students, the Student Representative Council and members of the school community may want to undertake fundraising activities for Montmorency Secondary College.

Montmorency Secondary College encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising. All fund raising activities will be identified as such, and only involve voluntary participation.

Fundraising is a function of the School Council and Council must approve all fundraising events or activities on behalf of our school. The Finance Committee of School Council will have responsibility for providing advice and recommendations to School Council in relation to voluntary contributions, sponsorships, donations and fundraising.

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 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*. In accordance with this, all fund raising events must have appropriate internal control mechanisms, and must have a specific focus so that contributors understand the purpose of the fundraising activity. Beneficiaries of the funds raised must be clearly identified and nominated in advance of approval being granted. In addition, all concerned parties must clearly understand how the funds raised are to be equitably dispersed.

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. All monies raised through College fundraising will be banked into the Colleges Official bank account, and then paid to the beneficiaries.

Any fund raising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from the Manager, Property Unit, Department of Education, prior to entering into any agreements.

Appropriate sponsorships may be sought from industry and commerce so long as they benefit the school, have educational value, and do not involve associations with undesirable products, services or companies such as alcohol or tobacco products.



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Any fund raising involving school-initiated raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Commission for Gambling Registration.

All profits (and losses) associated with major fundraising activities will be reported to the wider community via School Council.

Fundraising activities will not involve the sale of non-nutritious foods unless specific School Council permission is sought and granted.

Fundraising for Charitable Causes

Montmorency Secondary 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 8th May 2019 and is scheduled for review in May 2022.