1.0 PURPOSE OF POLICY

This policy sets out the principles and practices associated with fundraising, sponsorship, donations and commissions. These points should be noted:

1.1 Cash, kind or services will be used to enhance the school’s facilities and the teaching and learning opportunities offered to our students.
1.2 Fundraising does not include Social Service activities.
1.3 Sponsorship is defined as the donation of cash, kind or services by a group or individual whereby the school and donor are mutually advantaged - the school by the donation and the donor through favourable publicity, recognition or other negotiated means. Sponsorship may be in cash, kind or services.
1.4 Donations are defined as the voluntary giving of cash, kind or services for use by the school. This may be for a designated purpose.
1.5 Commission is defined as the selling of goods such as chocolates or arranging activities such as school photographs from which the school receives commission.

2.0 PRINCIPLES

2.1 The Principal will be informed of any prospective donation.
2.2 Any fundraising, donation, sponsorship or commission must be in line with current DEECD and school policies and be approved by a sub committee of School Council that meets as required
2.3 Sponsorship agreements will not influence the school’s vision, policies, practices or ethos.
2.4 Sponsorship agreements will be in writing and available to members of the school community upon request.
2.5 All fundraising, donation, sponsorship or commission arrangements will be sympathetic to community views.
2.6 Whenever possible, fundraising will be spread across the year to lessen the financial burden placed upon families.
2.7 Participation in all fundraising activities is voluntary and must be so stated on literature explaining the activity.
2.8 In the case of groups fundraising for a specific purpose, the group initiating the submission has the right to suggest how funds raised are expended.
2.9 Any member of the community will have the right to request a copy of the minutes of School Council meetings.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

3.1 The School Council sub Committee will meet as required:
3.2 The Principal will be responsible for the calling of meetings, preparation of the agenda and distribution of minutes.
3.3 The Sub Committee in conjunction with the sponsor will determine which curriculum area or facility will benefit from cash, kind or service.

This policy was reviewed May 2011 Approved by School Council Sep 2011
3.4 A timeline is to be drawn up at the beginning of the year to enable an overview of the school’s fundraising. This will include student, parent club and school fundraising.

3.5 Fundraising results will report directly to School Council and provide reports to the community (through the newsletter) and staff (through minutes).