

## **Rationale**

Fundraising is a vital component of Westgarth Primary School not only for the funds it generates, but for the community spirit it evokes. Fundraising activities are to be endorsed by School Council.

There are no expectations set for fundraising from year to year. All funds raised become part of the global budget of Westgarth Primary School and are then channelled through to all areas within the school. Funds raised in one year are placed in the budget for the following year.

## **Aims**

- To contribute to the overall budget of Westgarth Primary School for the benefit of students (refer to overarching School Funding Policy).
- To encourage parent participation in the school community through fundraising activities.

## **Actions**

- All community fundraising activity must be endorsed by School Council.
- The school will only finance or underwrite fundraising activity that is on the school fundraising calendar endorsed by School Council
- At the beginning of each year, parents will be invited to attend a Parents and Friends Committee meeting to discuss the year's fundraising calendar.
- This meeting will discuss annual events, such as the School Fete, and new and existing ideas. All ideas will be considered on their merits, taking into account past experiences. The committee will nominate a member to represent the committee on School Council.
- When planning fundraising activities the following should be taken into account:
  - Values and views of the school community
  - School's strategic plan
  - Educational value of any activity directly involving students in fundraising.
- The Parents and Friends committee will:
  - Develop or coordinate the preparation of a calendar outlining the proposed fundraising for the school year
  - Present a draft of this calendar to the Principal for approval

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- Work with the Principal to present a draft to staff and School Council
  - Present the approved calendar to the school community for their information through the school newsletter
  - Use the school newsletter and social media to regularly promote upcoming fundraisers and acknowledge the contributions of parents and friends.
- If new ideas arise during the period of the approved calendar, these must be presented to the Parents and Friends President, who will in turn seek the approval of the Principal (and School Council if necessary).
  - The Parents & Friends Committee will oversee the fundraising drives to ensure they work effectively and the committee representative on School Council will report to Council on the funds raised.
  - At the end of the year, the fundraising coordinator will present a written report to the Principal and ensure that there is a report to the school community through the newsletter.
  - All fundraising activities will be identified as such, and will only involve voluntary participation.
  - Planned fundraising activities should be sensitive to the limited resources of parents and should where possible maximise resources from the broader community and activities directed primarily within the school community should be priced so that they are affordable for most parents.
  - Fundraising activities should be consistent with the school's environmental policies, Sponsorship and donations policy and DET guidelines.
  - The fundraising activities of Junior School Council and Parents and Friends Committee should be consistent with this policy.
  - Any fundraising involving raffles or gambling or alcohol must be undertaken with the appropriate notification and license to the Victorian Commission for Gaming and Liquor Regulation.
  - Monies raised through fundraising activities should be handled in accordance with Westgarth Primary School's Cash Handling Policy to avoid fraud and corruption risks.

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**Other related policies**

This policy sits beneath and within a package of policies under the Westgarth Fundraising Policy, which represents the overarching policy. Additional policies within this package include:

- Cash Handling Policy
- Sponsorship and Donations Policy
- Community Use of School Facilities

Refer to our WPS website [school policies](#) section.

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