



POLICY DOCUMENT

Ratified by Staff: August 2023

Ratified by Governing Council: September 2023

Review Date: September 2025

FUNDRAISING POLICY

AIMS

Trinity Gardens School has a supportive and committed community. Fundraising events help to build community spirit and a sense of belonging at our school. The aims of this policy are

- To engage with the school community which may include fundraising activities and events in support of educational outcomes and improvements to school facilities.
- To ensure fundraising events are manageable, inclusive, appropriate and support school improvement.
- To follow principles that ensure that staff and students are not put at risk and that money is managed well.

IMPLEMENTATION

1. All members of the school community may contribute ideas to the School Community Committee and how any funds raised may be used, with Governing Council making final recommendations to the Principal.
2. The School Community Committee will submit proposals to the Governing Council for consideration through the Finance Advisory Committee in the first instance. Governing Council approval must be minuted.
3. Fundraising events held are at the discretion of the Principal in consultation with Governing Council. All fundraising events must have a clearly identified purpose which is effectively communicated to the school community. The outcome of the fundraising event including amount raised and allocation of funds should be advised to the school community via the Newsletter.
4. Governing Council and the Finance Advisory Committee (FAC) have the responsibility to provide advice and recommendations to the School Community Committee in relation to voluntary contributions, sponsorships and donations. Any funds raised should be allocated to expenses related to whole school benefit.
5. All details connected to fundraising proposals and event details will be available at the request of the Governing Council. Any funds raised are used at the discretion of the Principal in consultation with Governing Council.
6. Appropriate sponsorships may be sought from industry and commerce so long as they benefit the school, have clear education value and/or connection to curriculum. Any service providers, vendors and sponsors engaged in the support of fundraising activities must consider and uphold community expectations and should not present reputational risk to the school or Department for Education (DfE).
7. All events must operate within DfE guidelines and protocols which includes but is not limited to; safety management requirements, compliance with lottery, gaming and liquor licensing requirements and DfE alcohol policy and must have a proposal including a budget and plan of proceedings. The School Community Committee is to develop a schedule of events for the year to be approved by Governing Council.



8. Finance Advisory Committee Approval (FAC) – The proposal should be forwarded to the Business Manager and tabled at the school’s FAC for discussion and approval. Without this approval the fundraising venture may not proceed. In the case of a fundraising event that proposes to outlay \$500 or more, a budget must be prepared and submitted to the FAC or the Principal for approval.
9. Collected money / Surplus funds – Any funds raised must be paid into the school account through the Finance Officer immediately upon receipt of monies. No part of any funds raised should be kept by participants in fundraising to cover costs outside the process of school ordering and accounting. Expenses incurred by participants should be recovered by presenting receipts and an appropriate claim form to the Finance Officer to meet audit compliance.
10. There may be ONE major whole school fundraising event annually (major = the potential to raise more than \$15,000), and ONE or TWO medium fundraising events during the year (medium = the potential to raise more than \$2,000) where the money raised goes to support school development. Major events may include the School Fair and Colour Run, medium events may include Quiz Night and Sausage Sizzle.
11. Four (4) casual days per year are automatically approved. These will be organized by SRC in conjunction with the student body, with proceeds to go to nominated charities or to be used by the SRC for student targeted projects. Any additional casual days are to be approved by the Governing Council.
12. The Trinity Gardens Children’s Centre can engage in up to 4 small fundraising activities per year, for example, tea towels or t-shirts, with funds raised being utilized to improve resources within the Children’s Centre.
13. The St Morris Unit (SMU) can engage in up to 4 small fundraising activities per year, for example, tea towels or t-shirts, with funds raised being utilized to improve resources within the SMU.
14. Steiner Stream staff will be consulted about fundraisers to ensure they meet the values and philosophy of Steiner Education. The ultimate decision lies with the Principal to ensure a whole site approach is achieved to meet all participants’ views (Steiner, Mainstream, SMU, ELC and Children’s Centre).
15. A Market Day is held once a term after school. Community members interested in organizing a stall should contact the School Office to register, and a Market Day representative will provide further information to the stall holder. It is an expectation that 10% of all money raised from each stall will be donated to the school. It should be noted that any items deemed to be unsuitable for sale will need to be removed from stalls.
16. Fundraising for individual students, classes or sections of the school may occur through the School Market. Student led fundraising activities will be discussed in the first instance with their class teacher, and then follow due process.
17. Any fundraising proposed outside of the above parameters is to be undertaken at the discretion of the Principal in consultation with Governing Council where appropriate.
18. School contact and class lists will not be used for fundraising (for school or non-school related expenditure) that is not approved under this policy.