



Purpose

Ballarat High School takes pride in the support our community provides for both external and internal fundraising events. External fundraising provides opportunities for our students to become involved in our community and broaden their knowledge and experiences of the world we live in. It also reflects our belief that we have a duty to support worthwhile causes and groups beyond the school gate. Internal fundraising contributes to the school's ability to provide a diverse range of quality programs across all curriculum and extra-curriculum areas.

Scope

- To provide guidelines for all members of our school community on how fundraising events are approved and are to be organised.
- To ensure the School Council's risk exposure is minimised, through a strong system of internal control and management;
- To ensure compliance with any regulations, external and internal controls.
- To provide certainty for groups involved in fundraising about how funds are dispersed.
- To balance fund raising activities across the year and target groups.

Policy

All fund raising events must have appropriate internal control mechanisms and financial accountability, and must have a specific purpose so that contributors understand the purpose of the activity.

The "Fundraising Event Approval Google Form" (<https://forms.gle/VLGfMHB9Q3tHyon98>) needs to be fully completed and approved by the Leadership team before any arrangements are confirmed.

Dates and times for fundraising events should be chosen taking into account other events at the school at the time. The school calendar must be consulted prior to a date being selected.

The canteen must be consulted in advance about any fundraising event that involves the selling of food/drinks.

Events which involve the selling of food/drinks during school hours can only occur twice across a term.

Any fundraising event must follow any regulations/controls that are applicable to that type of event, including food handling.

Funds raised must be receipted and banked as soon as they are received through the school's normal processes. Event organisers must have consulted with the School Business Manager re: GST, funds management etc.

Funds raised must be dispersed in line with published details.

Fundraising events which involve the whole school cannot target specific areas of the school for funds dispersal but should be used to support external events or whole school priorities.

Funds raised by school groups such as Boat Club and Performing Arts Support Group need to follow the fundraising procedures internal to those groups, in addition to this policy.

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

Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Commission for Gambling Registration.

All fundraising activities will be identified as such, and will only involve voluntary participation.

All transactions related to fundraising activities will be reported to School Council.

Review cycle and evaluation

Version date	August 2024
Policy date	2022
School council approval date	2022
Person responsible	Assistant Principal, Operations
Next review date	August 2026