



ELTHAM HIGH SCHOOL

POLICY DOCUMENT

Fundraising

INTRODUCTION

Fundraising events at Eltham High School are requested by various members of the School community (individual students, student groups, staff, parents) for a variety of purposes. A formal and accountable Fundraising Policy, available to all members of the School Community is required to ensure all activities are equitable and appropriately support the School values inherent in the School's vision statement. The School also recognises that it has responsibility for all monies collected in its name and, therefore, fundraising events require guidelines for planning, controlling, monitoring, delivering and evaluating.

PHILOSOPHY

An important aspect at Eltham High School is to develop a community with a strong sense of social and environmental responsibility who act with integrity and show that 'Deeds Count'. Fundraising events to support the School; specific programs or activities organised by the School as well as the local and wider communities, are integral to this development.

POLICY STATEMENT

Fundraising activities should be for a specific purpose/project, charitable or not-for-profit organisations and not for individuals with the exception of students referred to within the 'Supporting Students Engaged in Extra-Curricular Activities' Policy or other special circumstances.

School based fundraising opportunities should be balanced across a range of student groups.

Fundraising activities must not significantly compete with the activities of the canteen.

GUIDELINES FOR IMPLEMENTING THE POLICY

- All fundraising events should be carefully planned over the School year so that one event does not detract from another. A calendar of events will be maintained by the School Consultative Team/School Council whichever is most appropriate.
- An EHS Fundraising application form (refer appendix 1) must be submitted to the School Consultative Team for consideration at least 2 weeks prior to the requested date of the event.
- Detailed planning of large events is required within a subcommittee
- Eltham High School is registered as a community and charitable organisation with the Victorian Commission for Gambling and Liquor Regulation
As a 'declared' community, raffles can only be conducted without a permit if the total retail value of the prize is \$5,000 or less.
- Eltham High School and Eltham High School Council, is exempt from registration with Consumer Affairs Victoria for fundraising events
- Fundraising groups planning an event involving the consumption or sale of alcohol should seek advice from Consumer Affairs Victoria.
- Events where funds will be receipted through the school must be approved by the Finance Committee and endorsed and minuted at School Council prior to the event in accordance with DEECD and ATO guidelines.
- Any material or products requesting use of the School logo, representation must be submitted for approval to the School Consultative Committee for School Council approval.
- Any publicity for events, should clearly state what the funds are being raised for and any publicity outside the school community requires written approval from the Principal.

- If appropriate, after the event has concluded, an evaluation is to be forwarded to the Finance Committee for review. This would include information about receipts and expenditure and whether the objectives were achieved.

BASIS OF DISCRETION

It is understood that there are times when there may be a compelling circumstance to act immediately in response to an event that will not meet the timelines of this Policy. In this event, the Principal may authorise the fundraising to occur. In these circumstances it is anticipated that the fundraising event will be based on revenue only. The fundraising event will be forwarded to School Council for endorsement at the next available School Council meeting.

RELATED POLICIES

EHS Supporting Students Engaged in Extra-Curricula Activities Policy

Tax Policies and Guidelines - specific issues relating to the GST treatment of fundraising events:

<https://edugate.eduweb.vic.gov.au/Services/Finance/Pages/Tax.aspx>

Internal Controls for Schools - DEECD requirements relating to the collection and receipting of fundraising revenue

<http://www.education.vic.gov.au/Documents/school/principals/finance/Finance%20Manual%20v5.4.doc>

DEECD guidelines relating to fundraising

<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx>

Victorian Commission for Gambling and Liquor Regulation – information regarding raffles

<http://www.vcqlr.vic.gov.au/home/gambling/new+applicants/community+and+charitable+gaming/raffle+frequently+asked+questions>

Victorian Commission for Gambling and Liquor Regulation – information regarding serving alcohol at events

http://www.vcqlr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_temporary_limited_licence

http://www.legislation.vic.gov.au/Liquor_Control_Reform_Act_1998

Consumer Affairs Victoria

<http://www.consumer.vic.gov.au/clubs-and-not-for-profits/fundraisers/registration/exemptions-from-registration>

<http://www.consumer.vic.gov.au/clubs-and-not-for-profits/fundraisers>

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 18/02/2015

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

**This policy was written by:
Kathleen Hannan**

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	Finance Committee ✓
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council (Mandatory)	✓
School Council (Mandatory)	✓

FUNDRAISING APPLICATION FORM

Appendix 1

Description of Event		
Date and duration of Event		Is this a one of event?: YES/NO (Please circle) If NO, please specify:
Location of Event		
Name of applicant or student group		
Year Level (if applicable)		
Contact number for individual or student group leader		
Contact email address:		
Reason for application: What are the funds being raised for?		
How will funds be derived?		
Anticipated amount of funds to be raised?	\$	
Estimate of costs to be incurred	\$	
List the suppliers, the items to be ordered and costs		
Anticipated profit	\$	
Where and how will this event be promoted?		
Other information?		
Signature of Applicant		
Date		
Office use only:	Office Use only:	

Permission Granted: Principal	YES/NO (Please circle)
----------------------------------	------------------------

Conditions for Fundraisers:

The fundraiser registration form must be completed and returned to the Assistant Principal for presentation at Consultative Committee at least 2 weeks prior to the requested date of the event.

Fundraisers must provide EHS with a clear written description of the nature, extent and duration of the fundraising activities.

All funds collected are to be counted by two people with a total being tallied and listed below prior to being accepted by the School Cashier for receipting. All coins are to be placed in the appropriate coin bags by denomination. Coin bags are available at School Cashier upon request. The banking slip below must accompany funds secured in a bag and then taken to the School Cashier.

Any material or products requesting logo representation must be submitted to EHS for approval.

Any publicity should clearly state what the funds are being raised for and any publicity outside the school community requires written approval from the Principal.

The organiser must ensure that this event meets the guidelines of the EHS Fundraising Policy.

An evaluation of the event may be forwarded to the Finance Committee for review if requested.

✂ Tear-off slip -----

APPROVED EHS FUNDRAISING

REQUEST FOR PAYMENT TO CHARITABLE/NOT FOR PROFIT ORGANISATION

Name of Event.....

Date of Event Funds raised \$.....

Payment to be sent to: (provide name, address and any other information which needs to be sent to the organisation)
Organisation name.....

Address

..... Postcode

Can funds be sent by Electronic Funds Transfer? Yes/No If Yes, please supply the bank account details of the Organisation

Name of Account.....

BSBAccount # Payment due date/...../20....

✂ Tear-off slip -----

APPROVED EHS FUNDRAISING

BANKING SLIP - to be included with money collected (all notes and coins to be sorted according to denomination – coins to be bagged).The cashier will contact the event organiser of any discrepancy to the amount listed below. A receipt will be forwarded to the event organiser.

Name of Event.....

Specific Program funds are to be allocated to

FUNDRAISING APPLICATION FORM

Appendix 1

Amount enclosed \$ _____

Date

Name of event organiser Year level

