

# KEILOR DOWNS COLLEGE FUND RAISING POLICY

## 1 Aims

The College recognises that school activities and programs may need to be supplemented from time to time by local fundraising. Such fundraising should work in conjunction with the School Global Budget to achieve the goals and priorities of the School Strategic Plan, in particular to improve student outcomes. The College recognises the value of fundraising activities in that:

- They provide an opportunity for students to serve the community and provide enterprise training and skills for students.
- They provide an opportunity for parents, teachers and students to work together and be involved more closely in the life of the college and better reflect the Guiding Principles of the School Strategic Plan.

The College recognises a need to coordinate all fundraising activities to ensure that available sources of funding and approaches are not over-used. The purpose of this Policy is to provide a framework for all fundraising activities associated with the College in order to meet these aims.

## 2 Guiding Principles

The guiding principles of fundraising are:

- a) to raise money to purchase capital items for the school, funding for trips and other benefits which the students will enjoy directly
- b) to raise money to help the disadvantaged in the wider community and to engender in students a sense of responsibility and belonging to the wider community
- c) to involve students in providing services to the community through workdays and other service-type activities
- d) to give students experience in business activities
- e) to encourage students to value equipment they help to provide
- f) to provide opportunity for students to be involved in decision making
- g) to give the local community a sense of having a greater involvement in the school
- h) to provide opportunity for students and to give support to service projects
- i) to ensure that fundraising be directed to activities of benefit to significant numbers of students
- j) to ensure that fundraising projects do not impinge on the trading operations of the College.

### **3 Implementation**

- a) No fundraising activity shall commence without prior approval. Any group wishing to undertake any fundraising activity shall first complete a "Fundraising Project Request Form" and forward it to the Parents and Community Sub-Committee of College Council - "PCC"(see Appendix to this Policy)
- b) The PCC will draw up recommendations to College Council on planned fundraising projects.
- c) The PCC will keep a yearly timeline of fundraising projects.
- d) The College Council will make a final decision as the suitability of the project.
- e) If any expenses are incurred or asset purchases required to maintain the fundraising project these will be deducted from any income made from the projects (any asset purchase must first be approved by the College Council).
- f) All fundraising will be supervised and/or organised by a staff member.
- g) All funds raised will be spent with the approval of the College Council.
- h) All fundraising projects will keep account of money raised and spent according to proper accounting practice. All money is to be handled by the College Office.
- i) A formal evaluation will be reported to School Council after the completion of the project. This evaluation should relate to all items mentioned in the Project Request Form.
- j) Results of fundraising projects must be published in the College Newsletter.
- k) Fundraising projects should not aim to raise money in excess of the requirements of the project. Where excess monies are raised the College Council should make a decision on the disbursement of those funds.
- l) In relation to fundraising for activities such as sporting trips or recreational trips there is an expectation that students and their families will contribute part of the cost of the activity themselves.
- m) Fundraising must cover the cost of casual relief staff to cover for staff participating in activities.

### **Evaluation**

This policy will be evaluated by a review by the PCC taking into account submissions from the School Community (SRC, Staff and Parents of Keilor Downs College). The evaluation will occur every 3 years from ratification date.

**Ratified by College Council: 19<sup>th</sup> October 2009**  
**Review Date: October 2012**  
**Contact Person: Chairperson, PCC**

