



Fundraising and Events

School Council Sub Committee

Purpose	To provide parents/carers and other members of our school community with an overview of Grovedale West Primary School's approach to fundraising and school events.
Policy	<p>Subcommittees are advisory bodies to the School Council and assist School Council with work that needs to be done.</p> <p>They meet as directed by the School Council and report, in writing, to the council. Subcommittees regularly report at school council via the nominated school Council member providing advice and making recommendations to the council. The school council has the final responsibility for decisions.</p> <p>The School Council decides the purpose and Terms of Reference of a subcommittee. A School Council Sub Committee is led by a nominated person from School Council including a team of at least three people who will undertake the initial planning for fundraising and events activities for Grovedale West Primary School. A member of School Council will always be on this committee as the representative of School Council</p> <p>The subcommittee convenor is responsible for:</p> <ul style="list-style-type: none">• reporting back to school council and the principal about the subcommittee's recommendations• ensuring the implementation and monitoring of approved recommendations• encouraging participation in the subcommittee from members in the school community. <p>Fundraising is an important way for Grovedale West Primary School to raise money so that it can deliver additional learning opportunities, programs for students, and improve school amenities etc. The focus at all times has the student at the centre.</p> <p>The Fundraising Subcommittee usually meets between regular School Council meetings. This allows time for consideration of their particular area of responsibility and to decide on any necessary action or follow up.</p> <p>The sub-committee will call on the support of all members of the school community in assisting with the operation organisation of events. All members of our school community are encouraged to be involved in fundraising initiatives by being actively involved in events and School Council welcomes all fundraising proposals for consideration.</p> <p>Fundraising is a function of the School Council and Council must approve all fundraising events or activities on behalf of our school. The sub- committee will present all preferred ideas to the School Council for approval.</p> <p>Members of the school community are advised through the school newsletter and other forums to submit their fundraising ideas via the school email. Each idea will be</p>

considered by the sub-committee and forwarded to School Council as part of the forward plan for approval.

At the beginning of each school year, the School Council will approve any fundraising events or activities for the upcoming year.

The sub-committee is required to provide a proposed plan by Meeting One of School Council in any new year. Where possible the plan will be provided by or before the last School Council meeting by the end of the previous school year.

If it is necessary during the year, the School Council may approve additional fundraising events or activities.

The School Council will provide an overview of what School Council has approved fundraising to be targeted to for the associated school year early in the school year.

The School Council will decide on one priority charity for the school to fundraise for each year.

In deciding whether or not to approve particular fundraising events or activities, the school council will act in accordance with legal requirements, any relevant Department of Education and Training policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

Consideration is given to:

- The impact on parent payments of essential educational items
- Impact on the educational program
- Available support
- Environmental sustainability
- Health and Wellbeing
- Finance
- Security
- Fundraising methods
- Hiring of events and equipment
- Cultural awareness
- Legalities
- Victorian Commission for Gambling and Liquor Control
- Consumer Affairs – serving of Alcohol
- Ethical requirements
- Occupational Health and Safety
- Conflict of Interest

Families are welcome to provide fundraising ideas directly to the school via email or through a letter to the school addressed to Fundraising and Events Sub-Committee.

All suggestions will be considered although not all may be approved. School Council also receives requests for fundraising from external organisation or groups and selects one charity per year to support.

All money raised through fundraising, unless legally otherwise provided for, will be held on trust by the School Council for the general or particular purpose

	<p>for which it was raised. The School Council approve how all fundraising funds are used.</p> <p>Fundraising for Charitable Causes Grovedale West Primary School, through the School Council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, School Council may:</p> <ul style="list-style-type: none"> • Consider whether the methods used to raise funds for any specific charitable appeal are appropriate • Seek written advice from organizations promoting fundraising activities on the percentage of funds raised that are directed to the named charity <p>Planning The Fundraising and Events sub-committee will consider events based on other things that are happening in the school.</p> <p>Approval must be provided by School Council before any event occurs.</p> <ul style="list-style-type: none"> • A focus will be placed on balancing out events to support costs and payments to school parents. • The School Council representative on the Sub-Committee will provide a report at School Council meetings (where appropriate) regarding the planning and future ideas. <p>Community engagement The sub-committee will plan for events and call upon the support of the school community to assist in the running of the events. This will ensure that all members of the school community will have the opportunity to feel welcomed to support their school and to actively engage in events.</p>
<p>Terms of Reference</p>	<p>1. Title of committee School Council Fundraising and Events Subcommittee</p> <p>2. Purpose of committee The committee advises the School Council about fundraising and events. The committee:</p> <ul style="list-style-type: none"> • makes recommendations about fundraising projects • manages fundraising activities seeking the support of the broader community • The committee does not advise how funds can be spent. This is the role of School Council • School Council is required to approve the fundraising and events proposed by the school. <p>3. Membership Membership is determined by the School Council:</p> <ul style="list-style-type: none"> • (principal/) or their delegate

	<ul style="list-style-type: none"> • 1 nominated School Council member as chairperson • no less than 3 and up to 5 members • The School Council can select the replacement for a vacant position when it arises and will do so by informing the community of a vacancy. • If more than one person nominates for the vacancy, a voting process will be held. <p>4. Meetings</p> <ul style="list-style-type: none"> • All meetings will be chaired by the (School Council nominee) • Meetings will be held prior to each School Council meeting (where required) • A report will be provided to School Council for discussion and approval where required. <p>5. Sharing information</p> <ul style="list-style-type: none"> • Submissions to the committee must be addressed to the Fundraising Committee via email or directly to the school • Information discussed at committee meetings must be confidential. • Inform the community about developments and initiatives and about the committee's role through the newsletter and/or school website. • Raise and discuss any budget requirements, issues or concerns with the School Council's finance advisory committee. <p>6. Reporting</p> <p>The committee reports directly to the School Council</p> <ul style="list-style-type: none"> • An overview/report of each committee meeting is presented at the School Council meeting by the Chairperson • A report of the committee's activities is presented to the School Council after each event. • The community will be provided with an overview of fundraising balances • The Business Manager will report fundraising balances to School Council through the Finance Sub Committee
Review cycle	This policy was last updated on 19/9/18 and is scheduled for review in September 2020 or as required.