
Fundraising Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Diamond Valley College on 03 9438 1411 or diamond.valley.co@education.vic.gov.au.

PURPOSE

To provide parents/carers and other members of our school community with an overview of Diamond Valley College's approach to fundraising.

POLICY

Fundraising is an important way for Diamond Valley College to raise money so that it can improve school amenities or for students to raise money for charities within the community.

School staff, members of the school community may want to undertake fundraising activities for Diamond Valley College.

Diamond Valley College encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.

Fundraising is a function of the school council and council must approve all fundraising events or activities on behalf of our school.

At the beginning of each school year, the school council will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the school council may approve additional fundraising events or activities.

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*.

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 for which it was raised.

Fundraising for Charitable Causes

Diamond Valley College, 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:

- Consider whether the methods used to raise funds for any specific charitable appeal are appropriate
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity

Fundraising

Upon school council approval for a fundraising event to occur, the department responsible for this event must consult with the Business Manager to advise:

- What Department is running the fundraiser
- What students are representing this department and doing the money collection
- What students are participating in the fundraiser
- When the fundraiser is occurring
- How the money collected to is be given to the charity (if money is being raised for a cause)
- Collect a Fundraising Collection Form/s

Two parents or staff members will be designated as ‘Responsible Persons’ for all school fundraising events or other approved events where monies may be collected, for example, Pink Dress Day, Worlds Greatest Shave, Casual Dress Day’s. For each day that money is collected a Fundraising Collection Form must be completed and signed and then handed to the Diamond Valley College General Office for banking. Money will be counted at the Diamond Valley College General Office in front of the staff or students handing the money in to confirm totals match.

FURTHER INFORMATION AND RESOURCES

Related policies

- School Policy and Advisory Guide: [School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)
 - *Internal Controls for Victorian Government Schools*
 - *Cash handling Resources*
 - Cash Handling Best Practice Controls
 - Cash Handling Authorised Form Fundraising Collection
 - Cash Handling Authorised Form Ticket Sales Not at Office
 - Cash Handling Authorised Form

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- School website
- Hard copies provided at General Office on request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	Before August 2024