# FUNDRAISING AND COMMUNITY EVENTS POLICY

## (held onsite)

### PURPOSE

To provide parents/carers and other members of our school community with an overview of Karingal Primary School's approach to fundraising.

### POLICY

Fundraising is an important way for Karingal Primary School to raise money so that it can deliver additional learning opportunities, programs for students and improve school amenities.

School staff, members of the school community or the Parents and Friends Committee may want to undertake fundraising activities for Karingal Primary School.

Karingal Primary School encourages all members of our school community to be involved in fundraising initiatives and the School Council welcomes all fundraising proposals.

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school.

At the beginning of each school year, the School Council will approve any school-related 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 for the school through fundraising, unless legally otherwise provided for, will be held in trust by the School Council for the general or particular purpose for which it was raised.

### CONSIDERATIONS

When hiring external companies to provide services onsite the School Council will require and check the following information and the information will be held on-site:

- that the company has an ABN
- that personnel from the company, who will be onsite, have Working With Children's Checks
- that the company have liability insurance

For activities that occur outside of school hours and onsite, a member of staff of Karingal Primary School is present at all times and the staff member is First Aid trained.

## COMMUNICATION

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

- Available publicly on our school's website
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: Fundraising Activities (including fetes)
- Finance Manual — Financial Management for Schools
- Fundraising Act 1998

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed | October 2025 |
| Approved by | Principal, Samantha Cooke |
| Next scheduled review date | June 2028 |