Philosophical Basis:

Fundraising is vital to cover the costs of extra resources and co-curricular programs that Doncaster Gardens Primary School aims to provide for the students. This policy is designed to clarify the fundraising responsibilities, organisation, calendar, activities’ targets and resource allocation across the school. The nature and timing of the activities, the balance of demands on the school and the broader community and the sharing of resources are critical to the success of fundraising efforts.

Guidelines:

- A fundraising calendar will be developed which provides adequate notice, planning time and opportunity for all areas of school life. This must be approved by School Council.
- The demands of fundraising activities across the year and school personnel will be balanced.
- It will be ascertained that there are no conflicting interests which may interfere with successful fundraising.
- Support for successful fundraising activities will be encouraged.
- An annual target for fundraising will be set by the School Council.
- Leaders and members of fundraising committees must not divert donations, parts of donations or any raised funds for their own personal gain.

Implementation:

- All fundraising events must have appropriate internal control mechanisms, a specific purpose and a leader. Appropriate fundraising targets may be required for particular functions.
- A calendar of events for the year will be formed and advertised broadly. It will define the organisers and the beneficiaries of each event and an indication of the proposed profit. The calendar will be presented to the School Council for approval.
- Appropriate sponsorships will be sought from industry and commerce as long as they benefit the school, have educational value and promote desirable products, services and companies.
- A master list of businesses and industries which may be approached for donations and sponsorships will be kept, so that each group is asked only once per year, and each will be officially thanked for their support.
- Any fundraising involving raffles or the like must be undertaken with the permission and under the instruction of the Raffles and Bingo Permits Board.
- All fundraising activities will encourage school and broader community participation.
- All fundraising events must be self-resourcing.
- All profits and losses associated with fundraising activities will be reported to the School Council.
- Progress toward the annual target will be reviewed and reported periodically to the School Council.

Evaluation:

- This policy will be reviewed every three years as part of the policy review cycle.