

FUNDRAISING ACTIVITIES POLICY (INCLUDING FETES)



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

PURPOSE

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

POLICY

Fundraising is an important way for Bendigo South East College to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities etc.

Bendigo South East 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 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 on trust by the School Council for the general or particular purpose for which it was raised.

Fundraising for Charitable Causes

Bendigo South East College may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal 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

ACCOUNTABILITY

- Those involved in fundraising activities/events are expected to act honestly and ethically.
- All fundraising events/activities must be managed/overseen by a staff member.
- A staff member must complete the attached **fundraising application form** to be submitted to college council. Please contact the college Business Manager or Principal for a list of council meeting dates. Application forms must be submitted to the Principal at least two weeks prior to a college council meeting date to allow sufficient time to be placed on the agenda.

- Staff are responsible for the collection and reconciliation of all funds raised. All money raised through fundraising will be held in trust by the college council for the general or particular purpose for which it was raised.
- All monies must be receipted by the General Office.
- Any purchases of goods/services from fundraising proceeds are required to meet school procurement guidelines.
- On completion of the fundraising event/activity, attached **the fundraising report** must be completed for tabling at college council.

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

Policy last reviewed	May 2022
Approved by	School Council
Next scheduled review date	May 2026

Safe Work Procedure

Description of Work:		Safe Handling of Food				
 <p>BIOLOGICAL HAZARD</p>		<p>Potential Hazards</p> <p>Risk of cross-contamination and anaphylaxis episodes</p>				
Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Long hair must be tied back	 Eye Protection	 Rings and jewellery are not to be worn	 School shoes or sturdy/ closed in shoes are to be worn	 Hearing Protection	 Aprons must be worn
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safe Work Procedure Checklist:						
<p>PRE-Task:</p> <ul style="list-style-type: none"> • Contact kitchen staff to determine if kitchen is available (if applicable) • Collect a kitchen booking form (if applicable) • Provide clear labelling of all food products to be sold outlining all ingredients • Foods containing nuts cannot be provided or sold • Peanut and sesame oils cannot be used • All perishable foods must be refrigerated before, during and after preparation 						
<p>During</p> <ul style="list-style-type: none"> • Wash hands before commencing preparing food, between tasks and after preparing food • Avoid cross-contamination by using separate chopping boards and knives for raw meat, uncooked and cooked foods • No chewing gum whilst preparing or serving food 						
<p>3. POST-Task:</p> <ul style="list-style-type: none"> • Use serving spoons and tongs to serve food where possible • Wear disposable gloves if touching food is unavoidable • People handling food should not also handle money • Wash all dishes and equipment thoroughly using hot, soapy water • All tables used for serving food need to be cleaned with an approved product such as 'Ajax Spray and Wipe' 						
Competent Person(s)						
Name:		Title:	Contact Details:			
Staff Mentor						
I hereby agree that the Safe Work procedures will be followed for Safe Handling of Food.						
Signed:			Date:			

Fundraising Report

'Group' (eg. SRC): _____ Date ___/___/___

Project Contact: _____

If a student, Staff Mentor: _____

Raised Funds for _____

Time Block (up to 3 weeks)

From Date ___/___/___

To: Date ___/___/___

Was this sufficient time?

Yes

No

If no, explain: _____

Target Amount: \$ _____ Amount raised: \$ _____

Comments

Briefly outline the main 'highlights' for you from this fundraising drive. eg. What worked well, what didn't, advice to others etc.

Office Use

Met Goals:

Yes

No

If no, why?

Signed by: _____ Signature: _____

Date ___/___/___