RATIONALE

* In accordance with Part 4 Division 2 Regulation 48 of the *Education and Training Reform Regulations 2007*, the members of the school community may undertake fundraising activities, having as their objective the establishment or augmentation of school funds for a particular purpose, if the agreement of the Council is obtained.
* Fundraising contributes to the school’s ability to provide a diverse range of quality programs for our students.

PURPOSE

* To ensure that Charles La Trobe College conducts fund raising activities within DET guidelines.
* To raise sufficient funds to achieve the educational goals of the College.

IMPLEMENTATION

The College has the authority to engage in any of the following fund raising activities:

|  |  |  |
| --- | --- | --- |
| Cooperatives | School Council does not have the authority to borrow money but school communities may raise loans through a cooperative for school projects  A report must be prepared each financial year and forwarded to the Registrar of Cooperatives, Department of Justice and Consumer Affairs.  Contact**:** The Cooperatives Advisor at <http://www.consumer.vic.gov.au/>.  A kit about cooperatives is available from the Registrar of Cooperatives, PO Box 4567, Melbourne 3001. | |
| Donations | School Councils may:  apply to the Australian Taxation Office (ATO) to have a donation recognised as tax deductible  only advise donors that a donation is tax deductible when they receive ATO approval and must issue tax deductible receipts to donors. | |
| Fund Raising for Charitable Causes | School Councils should seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity. Schools:  may support charitable appeals  should consider whether the methods used to raise funds for any specific appeal are appropriate. | |
| Hire of School Facilities | School Councils:  may allow the use of school facilities by outside bodies when the facilities are not required for school purposes  is responsible for establishing the terms and conditions of use. | |
| Leasing of Space for Advertising | For information, please refer to: Advertising on school sites (site locked) | |
| Other Sources | Other sources of financial assistance may be:  local government councils  service clubs, such as Apex, Lions and Rotary  businesses and community groups.  philanthropic trusts with an interest in supporting educational projects. | |
| Tuition Fees for Evening Classes | | Tuition fees may be charged to students attending evening classes at secondary schools for extra-curricular subjects and:  all tuition fees received are retained by the school  School Councils may add a service fee to any approved tuition fee.  Tuition fees are not to be charged for:  evening classes in academic, bridging or preparatory classes.  a student in full-time attendance at a government school who is enrolled in a night class with the approval of the Regional Director.  a teacher in a government school undertaking professional studies for teaching purposes in any class not reimbursed by the Department. |
| Raffles and Bingo | | Schools:  must obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting a raffle or bingo  should seek advice from Consumer Affairs Victoria before undertaking any activities involving the consumption or sale of alcohol.  need to be aware of both the Liquor Control Reform Act 1998 and the Gambling Regulations Act 2003, if the school is considering using liquor as a prize. |
| Sponsorship and Promotions | | School Councils  must not enter into sponsorship arrangements with organisations involved with tobacco or alcohol  should take into account the views and values of the school community, the school’s strategic plan and the educational value of any activities directly involving students in fundraising |

* Funds raised by members of the school community will be in accordance with the Regulations.
* A petty cash advance may be obtained for the activity.
* The Council will cooperate with the Parents’ Club or similar in planning and conducting fund raising activities.
* For further information about gaming, the school will contact the

Victorian Commission for Gambling Regulation

PO Box 1988, Melbourne 3001

Telephone: 9651-3333

[www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au)

* Please refer also to the school’s *Hire of Facilities Policy, Smoking Ban Policy, Sponsorship Policy*, the *Fraud & Corruption Policy, Parent Payments Policy* and financial management documents such as the *Cash Handling Policy*.

EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle or when guidelines change (latest DET update late June 2016).

RATIFICATION

This policy was ratified by the College Council on 15TH February, 2018.

REFERENCES:

[www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx](http://www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx)

The Financial Manual for Victorian Government Schools, October 2016

**School Specific Procedures**

* All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
* The Finance Sub-Committee will have the responsibility of providing advice and recommendations to College Council in relation to all fundraising events, sponsorships and donations.
* All fundraising involving the on-selling of a product must have correct GST management.
* All fund raising proposals must have prior approval of College Council including GST implications.
* Charles La Trobe College School Council will also seek voluntary contributions from parents in accordance with departmental requirements and expectations.
* The School Council will approve the hire of any College facilities to outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use. Such agreements may have insurance implications.
* Appropriate sponsorships will be sought as required from local industries and have a specific purpose, educational value, and will not involve associations with undesirable products, services or companies such as alcohol or tobacco products.
* Any fundraising involving raffles or bingo must be undertaken with permission and under the instructions of the Raffles & Bingo Permits Board.
* All fundraising activities will be identified as such, and will only involve voluntary participation.
* All profits (and losses) associated with fundraising activities will be reported to the wider community.
* All transactions related to fundraising activities will be reported to the School Council and the GST implications of such fundraising will be formally minuted.