



SOUTH PADBURY
PRIMARY SCHOOL
Pursuit of Knowledge and Friendship

SOUTH PADBURY PRIMARY SCHOOL FUNDRAISING POLICY



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Objective:

Fundraising is undertaken to raise funds for assisting individuals or groups at the school.

Decision-making processes

- The decision to hold a fundraising event must be passed or ratified by a properly convened P&C General meeting
- Consider the financial capacity of families at the school and the community to support any given fundraising initiative
- A sub-committee may be formed of 3 or more people
- A job description to be written for the sub-committee convenor
- Terms of Reference for sub-committees to be written to clarify the level of authority delegated to the Sub-committee by the General Meeting (log on to our website at www.wacssso.wa.edu.au for Terms of Reference and information about setting up subcommittees)
- Setting a clear goal for the use of funds is more motivating for participants than just raising funds and deciding what to do with them later
- Money raised from pizza days will go towards raising funds for the Year 6's camp and end of year celebrations
- All participants and supporters of the event should be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.

Approvals and regulations

- All events and activities must adhere with legal requirements
- See the Department of Racing, Gaming and Liquor www.rgl.wa.gov.au for regulations involving the use of lotteries/raffles, bingo, two-up, gaming or events at which liquor is served.

Insurance

For P&Cs affiliated with WACSSO, contact CentreWest Insurance on 9349 7900 or joe@centrewest.com.au for information about Personal Volunteer Accident Insurance and Public Liability Insurance.

Money handling procedures

- Two people to count and sign-off on money raised and where possible, provide receipts
- Keep detailed amounts of floats given to stallholders
- Badge of identification for handlers and collectors of money.



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Organisation

- A record of all fundraising activities and events must be kept
- A report from each fundraising initiative must be made after the completion of the event to present at the next P&C meeting
- *Consider the following:*
 - Theme
 - Location
 - Date
 - Insurance
 - Publicity (consider advertising your event in the WACSSO publications at no cost)
 - Security
 - Booking equipment/supplies/rides
 - For more detailed information go to www.fetesandfestivals.com.au and click on 'How to organise an event'. See also www.commerce.wa.gov.au for 'Voluntary Code of Practice for Public Fundraising'.

Policy Review

June 2021