

Spreyton Primary School Fundraising Policy

All fundraising activities must be approved by the principal to ensure they fit within the values of the school and the DECYP. The principal needs to ensure that all WHS criteria have been considered, there is transparency in why funds are being raised, and there are no clashes between fundraising activities of the three groups. There must be follow up communication with the school community on how the funds have been used.

Fundraising at Spreyton Primary has three fundraising groups.

1. Families through the School Association
2. Staff
3. Students through the Student Representative Council

Parent Level

Funds raised on behalf of the School Association must benefit the students of Spreyton Primary. Maximum fundraising activities per year would be 3. Parent funds will be distributed at the discretion of the School Association.

Staff Level

Funds raised on behalf of the Spreyton Primary should benefit the students of Spreyton Primary. As part of the learning program there may be times that money is raised for a particular charity. That is at the discretion of the teachers concerned and must have principal approval. Maximum fundraising activities per year would be 3.

Student Level

The Student Council fundraise based on feedback from the students. They may raise money for student equipment or a local charity. These activities must have principal approval. Maximum fundraising activities per year would be 3.

Regular Fundraising Activities (part of the nine activities)

Twilight Festival

This is planned by the Twilight Festival Committee. This is a sub-committee of the School Association. This fundraising occurs in term one each year. Much of the planning for this occurs in term 4. It is supported by staff and students.

Colour Run

This is planned by some school staff including the PE teacher. This occurs every two years.

Reimbursement of Funds

There is a new process for the reimbursement of funds, particularly related to the Twilight Festival. There is a form to record all purchases. Receipts for purchase directly for fundraising (no mixed receipts) must be attached to the form. This makes it much easier for the Treasurer to reimburse money and accurately measure profit.

Handling of Funds

Fundraising funds must be secured on the school site and counted on the school site. This protects all involved from accusations of dishonesty.

Miscellaneous

Sometimes activities may end up raising funds even though that is not their intent. For examples, the School Beanies were not planned to raise funds. However, this activity did raise some funds. This should be seen as an exceptional circumstance and not counted toward the nine fundraising activities.

Note: There may be times when students seek support to attend sporting events at state, national, or international. Staff may be asked to purchase morning teas or buy raffle tickets. The principal will assess these on a case-by-case basis.

Ratified on 21-3-24