



PURPOSE

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

POLICY

Fundraising is an important way for Crusoe College to raise money so that it can deliver additional learning opportunities, provide a range of quality programs for students, improve school amenities etc. Fundraising also develops a sense of student unity, purpose and community spirit.

School staff, the Student Representative Council, members of the school community or the School Council may want to undertake fundraising activities for Crusoe College. In proposing fundraising activities, groups should note that approval will be given to events / activities that

- Have a specific purpose so that contributors understand the purpose of the activity
- Have a large scale impact or benefit a large group of people, e.g. benefitting the whole school, rather than a class group.

Crusoe 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 fundraising events or activities on behalf of our school.

At the beginning of each school year, the school council will approve any 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 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

Crusoe College, through the school council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, school council 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

FURTHER INFORMATION AND RESOURCES

- the Department’s Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual — Financial Management for Schools](#)
- [Fundraising Act 1998](#)

REVIEW CYCLE

This policy was approved by school council on 19th July, 2021 and is scheduled for review in 2022.

DEFINITIONS

1. Fundraising Activities

For the purpose of this policy, “fundraising activities” shall refer to school-based fundraising, in accordance with definitions below.

2. School-Based Fundraising

For the purpose of this policy, “school-based fundraising” refers to all fundraising activities initiated and conducted by school staff or sanctioned student groups, under the approval and supervision of the Principal.

3. Onsite Fundraising

All fundraising activities held on the school property.

4. Offsite Fundraising

All fundraising activities held on behalf of the school, or a group within the school, but are not held on school property. This includes fundraising activities such as BBQs at Bunnings, Woolworths etc.

5. SRC Fundraising

Fundraising activities organised by the SRC (Student Representative Council). These activities include, but are not limited to, onsite BBQs and Casual Clothes Day. The SRC will determine who receives the funds raised through these events.

6. Major Fundraising

Large fundraising activities, such as: Trivia Night, Goods & Services Auction, Major Raffle, School Fair. These fundraisers would be organised by the School Council and may support larger projects, such as the purchasing of playground equipment.

7. Minor Fundraising

Smaller fundraising activities, such as: Offsite BBQs, smaller raffles, “Pay to Play” Netball. Could be organised by School Council, SRC, a year level or sub-school.

8. Charity or Charitable Agency

For the purpose of this policy a “charity” or “charitable agency” is any organization or institution engaged in non-profit assistance to the poor, distressed, or persons in need, or such institutions set up for the care of such individuals or groups.

9. Community Project

For the purpose of this policy, a “community project” is an activity that promotes the educational, philanthropic, or other work for the betterment of the local, regional, national, or international country.

Fundraising Application Form: 2021

Name: _____ Date: _____

Please outline the nature of the activity: _____

Proposed Date of Activity (& timeframe): _____

Is the Activity: Individual On-site
 Year Level / Class Off-site
 Student Representative Council Location: _____
 School Council
 Other (Please Specify): _____

Please Explain: _____

Is this activity for the purpose of (please circle): PURCHASE DONATION

Is this activity likely to be (please circle): REGULAR ONE-OFF

Please specify the item/s, including proposed costs, to be purchased with the funds raised: _____

Will additional funds be required to make up any difference between monies raised and cost of item? Yes / No

If yes, which budget are the additional funds to come from: _____

Please specify the Charity / Organisation / Group to which the funds will be distributed: _____

Is there an ongoing commitment to this charity / organisation / group? Yes / No

Other Information: _____

Approved / Not Approved

Signed: _____ Date: _____

Principal

Example of Proposed Fundraising Timetable:

	Term 1	Term 2	Term 3	Term 4
Major (organised by School Council)	Raffle: World Challenge	Trivia Night: Energy Breakthrough	Goods & Services Auction Playground	School Fair School
Minor (organised by School Council, SRC)	Bunnings BBQ: Energy Breakthrough	Bunnings BBQ: Recipient of Funds	Bunnings BBQ: Recipient of Funds	Bunnings BBQ: Recipient of Funds
SRC	BBQ & Casual Clothes Day:	Honey Joy Fundraiser: PA System	Odd Sock Day: Recipient of Funds	Colour Run: Recipient of Funds
Other	Shave for a Cure: Leukaemia Foundation	Bendigo Stadium Dinner: Energy Breakthrough	Footy Jumper Day: Recipient of Funds	Girls Night In: Cancer Council

Types of Fundraisers:

Major	Food	Clothing	Fitness	Charity
School Fair Goods and Services Auction Raffles	BBQs – onsite BBQs – Offsite Polling Day BBQ Honey Joys Pizza Drive Chocolate / Fresh Fruit drive Pie Drive Schweppes Centre Dinner	Casual Cloths Day Odd Sock Day Footy Jumper Day Crazy Hair Day Pyjama Day	Colour Run Lap-a-thon Pay to play	Shave for a cure Girls Night In Daffodil Day Jump Rope for Heart

