



Fundraising Policy



Help for non-English speakers!

If you need help to understand the information in this policy, please contact Maryborough Education Centre (MEC) – 03 5461 7900.

PURPOSE

To provide members of our school community with an overview of MEC's approach to fundraising.

POLICY

MEC will follow the Department of Education's (DE's) fundraising policy at all times, noting the following:

- Fundraising is designed to supplement the income of the school to support the purchase of resources and subsidise a range of student activities. It also provides parents and community members the opportunity to participate in school life in a meaningful way.
- Fundraising allows students to develop social awareness, and it gives the school the opportunity to support various charities.
- School staff, members of the school community and the Parents' & Friends Association (if functioning) can undertake fundraising activities.
- MEC encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all fundraising proposals.
- At the beginning of each school year, School Council will approve any fundraising activities for the upcoming year, including any floats required. Where necessary, School Council may approve additional fundraising events or activities during the year.
- In deciding whether to approve a particular fundraising activity, School Council will act in accordance with legal requirements, any relevant DE policy/guidelines, and DE's Finance Manual for Victorian Government Schools.
- All money raised through fundraising, unless legally otherwise provided for, will be held by the School Council for the purpose for which it was raised.

FUNDRAISING FOR CHARITABLE CAUSES

MEC, through School Council, may also decide to fundraise for charitable causes. In these cases, the principal is responsible for approving all fundraising activities.

In deciding whether to fundraise for a particular cause, School Council may:

- Consider whether the methods used to raise funds for a specific charitable appeal are appropriate.
- Seek advice from organisations promoting fundraising activities on the percentage of funds raised which are directed to the particular charity.

GUIDELINES

All fundraising activities need to:

- Be coordinated across the school and approved by the principal or their nominee. This includes internal and external fundraising.
- Reflect DE policy. School Council is not authorised to approve any fundraising activity where payments are made directly to an organisation. All monies must be paid to the school, the school will then complete the payment on behalf of the participants to the authorised and approved organisation.

- Reflect school values and be consistent with other MEC and DE policy. In particular, chocolate, and confectionery fundraisers are not permitted due to Food Services Policy requirements. An exception to this is the annual Parent and Friends Association Easter and Christmas raffles where chocolates may be included as prizes.
- Be applied for via the Events Coordinator in a timely manner.
- Be supervised by a staff member responsible for the proposed activity.
- Be subject to due diligence by the coordinator of the activity. This includes financial viability, insurance, statutory permits, permissions, and safety requirements.
- Meet relevant legislative requirements and guidelines. For example, raffles and similar activities must be ran in accordance with Victorian Gambling and Casino Control Commission (VGCCC) guidelines.
- Maximise student and parental involvement in the wider activities of the school to build a positive school culture.
- Develop a community commitment to the school and reflect the school’s commitment to the community.
- Actively support particular charities. As such it is preferred that at least two fundraisers are coordinated by the Student Representative Council (SRC) each year.
- Improve the physical environment and supply additional learning resources within the school.
- Increase equity for students by allowing wider participation in school events.
- Be coordinated, through the development of a fundraising calendar considering the nature and timing of activities, ensuring demands on the school and community are balanced. This is critical to the success of fund raising.
- Ensure approaches to the community and supporting organisations are carried out in a professional and consistent manner.

Please note:

- All major fund raisers need to be evaluated and approved by School Council.
- All MEC Out of Uniform days will be coordinated through the SRC and approved by School Council at their March meeting to ensure approval occurs prior to the event being organised and held.

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	18 th February 2025
Consultation	18 th February 2025 Finance & Executive Committee
Approved by	School Council
Next scheduled review date	This policy was last updated on 18 th February 2025 and is scheduled for review as part of the school’s 3 yearly review cycle.

Signed:



**Anita Ford
School Council President**

Date 25.2.2025