



## FUNDRAISING POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian School of Languages (03) 9474 0500

### PURPOSE

To provide parents/carers and other members of our school community with an overview of the Victorian School of Languages (VSL) approach to fundraising.

### POLICY

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school.

At the beginning of each school year, the School Council will approve any school-related 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 for the school 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

Example School may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal may:

- Consider whether the methods used to raise funds for any specific charitable appeal are appropriate

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)
- Included in staff induction processes and staff training
- Included in our staff handbook
- Reminders Area newsletters, Bulletins and brochures
- Made available in hard copy from school administration upon request

### 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	August 2022
Consultation	School Council: 10/11/22
Approved by	Principal
Next scheduled review date	2026