



FUNDRAISING POLICY

Policy 2025-2028



Help for non-English speakers

If you need help to understand this policy, please contact Roxburgh College on 9930 8100

Purpose:

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

Policy:

Fundraising is an important way for Roxburgh College to raise money so that it can deliver additional learning opportunities, programs for students, improve school amenities etc.

School staff, members of the College community or School Council may want to undertake fundraising activities for Roxburgh College.

Roxburgh College encourages all members of our College community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising.

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

At the beginning of each school year, the College Council will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the College Council may approve additional fundraising events or activities.

In deciding whether or not to approve particular fundraising events or activities, the College 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 College Council for the general or particular purpose for which it was raised.

Fundraising for Charitable Causes

Roxburgh College 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
- 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](#)

Communication:

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- Uploaded to our school website