



# ELTHAM HIGH SCHOOL

## POLICY DOCUMENT

### *Fundraising*

#### INTRODUCTION

Fundraising events at Eltham High School are requested by various members of the School community (individual students, student groups, staff, parents) for a variety of purposes. A formal and accountable Fundraising Policy, available to all members of the School Community is required to ensure all activities are equitable and appropriately support the School values inherent in the School’s vision statement. The School also recognises that it has responsibility for all monies collected in its name and, therefore, fundraising events require guidelines for planning, controlling, monitoring, delivering and evaluating.

#### PHILOSOPHY

Eltham High School maintains a focus on developing a community with a strong sense of social and environmental responsibility who act with integrity and show that ‘Deeds Count’. Fundraising events to support the School; specific programs or activities organised by the School as well as the local and wider communities, are integral to this development.

#### POLICY STATEMENT

Fundraising activities should be for a specific purpose/project or charitable or not-for-profit organisations and not for individuals with the exception of students referred to within the ‘Supporting Students Engaged in Extra-Curricular Activities’ Policy or other special circumstances.

School-based fundraising opportunities should be balanced across a range of student groups. Fundraising activities must not significantly compete with the activities of the canteen.

#### GUIDELINES FOR IMPLEMENTING THE POLICY

##### Outline of the various fundraising events

Classification	Examples	How identified	Management
<b>In-school fundraising events</b>			
<b>Whole school large scale events to raise funds for identified charities</b>	<ul style="list-style-type: none"> <li>Do It In a Dress</li> <li>Shave for a Cure</li> </ul>	<ul style="list-style-type: none"> <li>Identified annually and led by Student Leaders and Student Growth Leader.</li> </ul>	<ul style="list-style-type: none"> <li>Process led by student leaders and supported by Student Growth Leader.</li> </ul>
<b>Student Leader identified events to raise funds for identified charities</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Identified throughout the year and led by Student Leaders and Student Growth Leader.</li> </ul>	
<b>School based events to raise funds for school based programs</b>	<ul style="list-style-type: none"> <li>Fundraising for school trips</li> </ul>	<ul style="list-style-type: none"> <li>Identified in response to annual priorities and led by involved students with a staff contact supporting students.</li> </ul>	<ul style="list-style-type: none"> <li>Process led by students involved and supported by group teacher.</li> </ul>
<b>Curriculum based fundraising programs</b>		<ul style="list-style-type: none"> <li>Led by class members and class teacher.</li> </ul>	

<b>Community led initiative to raise funds to support a member of our community</b>	<ul style="list-style-type: none"> <li>Support for family of a student undergoing expensive medical treatment.</li> </ul>		<ul style="list-style-type: none"> <li>Students proposing event need to complete the following checklist, and if in line with school priorities seek support of a staff member before completing an application.</li> </ul>
<b>Community initiative that they are participating in</b>	<ul style="list-style-type: none"> <li>Selling chocolates to raise funds for upcoming sporting trip.</li> </ul>		
<b>Out of school fundraising events</b>			
<b>Events led by volunteer parent groups: Friends of Music Drama Support group</b>	<ul style="list-style-type: none"> <li>Mud-brick tour</li> <li>Drama performances</li> </ul>	<ul style="list-style-type: none"> <li>Committees set annual priorities.</li> </ul>	<ul style="list-style-type: none"> <li>Often led by the committee members with staff involvement.</li> <li></li> </ul>

### Planning

- All fundraising events should be carefully planned over the School year so that one event does not detract from another. A calendar of events will be maintained by the School Consultative Team (OC).
- Detailed planning of large events is required within a sub-committee.
- Any material or products requesting use of the School logo or representation must be submitted for approval to the School Consultative Committee for School Council approval.
- Any publicity for events should clearly state what the funds are being raised for and any publicity outside the school community requires written approval from the Principal.

### Approval

- All fundraising events must be approved by the Finance Committee and endorsed and minuted at School Council prior to the event in accordance with DET and ATO guidelines.
- Where fundraising is initiated by students, they are to work with the School Consultative Team (OC) Convener to initiate the process in line with the guidelines of the policy.
- An EHS Fundraising application form (refer appendix 1) must be submitted to the School Consultative Team (OC) for consideration at least 8 weeks prior to the requested date of the event.

### Financial management

- A fundraising event budget is required to be submitted to the Finance Manager prior to an event to ensure that the correct taxation treatment is applied to all relevant transactions (refer appendix 2).
- Event organisers must ensure that all cash is stored securely.
- Money collected away from the General Office is to be handed to Revenue Administrator at the General Office on the day of receipt, unless circumstances make this impracticable.
- Money received away from the office must be double counted at the point of collection and a control receipt issued before it is provided to the office for banking.
- Please refer to the School's Cash Handling Policy for information regarding cash handling practices.
- Eltham High School is registered as a community and charitable organisation with the Victorian Commission for Gambling and Liquor Regulation. As a 'declared' community, raffles can only be conducted without a permit if the total retail value of the prize is \$5,000 or less.
- Eltham High School and Eltham High School Council, is exempt from registration with Consumer Affairs Victoria for fundraising events.
- If appropriate, after the event has concluded, an evaluation is to be forwarded to the Finance Committee for review. This would include information about receipts and expenditure and whether the objectives were achieved.

### Consumption of food and alcohol

#### **Food**

Where food is to be prepared, used and sold as part of a fundraising event the following must be considered in the planning of the event. Fundraising activities must not significantly compete with the activities of the canteen.

## Safe Food Handling

DET guidelines on Safe Food Handling can be found at;

<https://www.education.vic.gov.au/school/principals/spag/governance/pages/foodhandling.aspx>

The applicant must either have an accreditation in the area of Safe Food Handling or needs to complete online training at <http://dofoodsafely.health.vic.gov.au/>.

The event proposal must clearly outline the steps that the applicant has taken to ensure safe food handling. (refer appendix 1). This is to ensure an understanding of the following components of Food Safety;

- Personal Hygiene
- Food Handling
- Food Contamination
- Food delivery, storage and display
- Cleaning and sanitising
- Food allergens

## Healthy Eating guidelines

DET Healthy Eating guidelines can be found at;

<https://www.education.vic.gov.au/school/principals/spag/health/Pages/healthyeating.aspx>

Decisions regarding approval of events involving food will be informed by the Healthy Eating Guidelines. Inclusion of food items that sit in the 'Amber' or 'Red' category will be limited and approval will be informed by the number of events already approved on the calendar.

CATEGORY	GUIDELINES	EXAMPLES
<b>GREEN</b> Everyday category	<b>Foods and drinks in the Everyday category are consistent with the Australian Dietary Guidelines and are most suitable for school food services.</b>	Foods and drinks in the Everyday category are based on the basic food groups and include: <ul style="list-style-type: none"><li>• breads and cereals, rice, pasta, noodles</li><li>• vegetables</li><li>• fruits</li><li>• dairy foods – reduced or low-fat milk, yoghurt and cheese</li><li>• lean meat and poultry, fish, eggs, nuts* and legumes (dried beans and lentils)</li><li>• water.</li></ul>
<b>AMBER</b> Select Carefully category	<b>Foods and drinks in the Select Carefully category contain some valuable nutrients, but may also include unhealthy ingredients. They are mainly processed foods that have fat, sugar or salt added.</b> <b>Schools are encouraged to limit the availability of these foods. They should not be promoted at the expense of foods and drinks from the Everyday category.</b>	Foods and drinks in the Select Carefully category include: <ul style="list-style-type: none"><li>• full-fat dairy foods, low-fat ice-cream</li><li>• 100 per cent fruit juices and 100 per cent fruit-juice based ices</li><li>• artificially sweetened drinks</li><li>• reduced-fat processed meats</li><li>• commercially prepared hot foods</li><li>• reduced-fat, high-fibre snack foods</li><li>• margarines, oils, spreads, sauces and gravies.</li></ul>
<b>RED</b> Occasionally category	<b>Foods and drinks in the Occasionally category are not consistent with the Australian Dietary Guidelines and are not recommended for school food services.</b> <b>Schools should limit the availability of these foods and drinks to no more than two occasions per term.</b>	Foods and drinks in this category include: <ul style="list-style-type: none"><li>• deep-fried foods</li><li>• pastry-based or crumbed hot foods</li><li>• savoury snack foods – crisps, chips, biscuits</li><li>• ice-creams and ice confections – chocolate-coated and premium ice-creams, icy-poles and ice crushes</li><li>• cakes, muffins, sweet pastries, slices, biscuits and bars</li><li>• cream, butter and coph.</li></ul>
<b>Should not be supplied</b>	<b>The following should never be supplied due to their high sugar content:</b>	<ul style="list-style-type: none"><li>• High sugar content soft drinks including energy drinks and flavoured mineral waters with high sugar content.</li><li>• Confectionery including chocolate, lollies, yoghurt</li></ul>

## Alcohol

- Fundraising groups planning an event involving the consumption or sale of alcohol should seek advice from Consumer Affairs Victoria.

## BASIS OF DISCRETION

It is understood that there are times when there may be a compelling circumstance to act immediately in response to an event that will not meet the timelines of this Policy. In this event, the Principal may authorise the fundraising to occur. In these circumstances it is anticipated that the fundraising event will be based on revenue only. The fundraising event will be forwarded to School Council for endorsement at the next available School Council meeting.

## RELATED POLICIES

EHS Supporting Students Engaged in Extra-Curricular Activities Policy

Tax Policies and Guidelines - specific issues relating to the GST treatment of fundraising events:

<https://edugate.eduweb.vic.gov.au/Services/Finance/Pages/Tax.aspx>

Internal Controls for Schools - TDET requirements relating to the collection and receipting of fundraising revenue

<http://www.education.vic.gov.au/school/teachers/management/finance/pages/guidelines.aspx>

<http://www.education.vic.gov.au/school/teachers/management/finance/pages/guidelines.aspx>

TDET guidelines relating to fundraising

<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx>

Victorian Commission for Gambling and Liquor Regulation – information regarding raffles

<http://www.vcqlr.vic.gov.au/home/gambling/new+applicants/community+and+charitable+gaming/raffle+frequently+asked+questions>

Victorian Commission for Gambling and Liquor Regulation – information regarding serving alcohol at events

[http://www.vcqlr.vic.gov.au/home/liquor/new+applicants/apply/apply\\_for\\_a\\_temporary\\_limited\\_licence](http://www.vcqlr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_temporary_limited_licence)

[http://www.legislation.vic.gov.au/Liquor Control Reform Act 1998](http://www.legislation.vic.gov.au/Liquor%20Control%20Reform%20Act%201998)

Consumer Affairs Victoria

<http://www.consumer.vic.gov.au/clubs-and-not-for-profits/fundraisers/registration/exemptions-from-registration>

<http://www.consumer.vic.gov.au/clubs-and-not-for-profits/fundraisers>

DET guidelines on Safe Food Handling

<https://www.education.vic.gov.au/school/principals/spag/governance/pages/foodhandling.aspx>

<http://dofoodsafely.health.vic.gov.au/>

## REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 19 / 06 / 2019?

## Executive Officer

*CONSULTATION PROCESS AND WORKING PARTY INFORMATION:*

**This policy was written by: Fran Mullins**

**Consultation has taken place with the relevant group(s) in the following list:**

Group	Consultation ✓
School Operations Committee	✓
Staff	✓
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council <b>(Mandatory)</b>	✓
School Council <b>(Mandatory)</b>	✓

