



Merredin College P&C Fundraising & Donations Policy

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1 – Purpose

As part of the on-going financial management of the school, Merredin College, Merredin College Parents & Citizens Association (P&C) and associated subcommittees, will obtain funding from sources external to voluntary contributions and government funding; these sources include fundraising & donations. These enable important additional resources to be purchased for the School and provide opportunities for the school community to contribute to the school while also mixing socially. In order to clarify the differences between types of funding, definitions and further information is provided below.

This policy is consistent with the objectives of Merredin College and relevant Department of Education & Western Australian Council of State School (WACSSO) guidelines. It also seeks to ensure that activities are planned, that all proceeds are appropriately accounted for and that the financial impact on families is considered in any decisions to raise funds.

As an affiliate of the WACSSO it is important that the P&C retains its own policy as it is independent from the School and is not governed by its policies.

2 – Definitions

Donation or Gift is a gratuitous transfer of money, goods or services to a school that places no obligation on the school to provide anything in return to the donor. The school may choose to acknowledge the gift in an appropriate manner. The school is not required to enter into an agreement to accept a donation or gift.

For example, a local business donates a student prize and does not expect the school to acknowledge the donation. No agreement is required for donations and they are not subject to GST.

Fundraising is a deliberate strategy to raise funds which can then be given to the school to purchase specific resources needed.

Sponsorship is the...“Right to associate the sponsor’s name, products or services with the sponsored P&C Association, in return for negotiated and specific benefits such as: cash, in-kind support or promotional opportunities.” WACSSO

P&C’s are entitled to accept sponsorship or donations and acknowledge any contributions made to their school community. When a business supports the school we will ensure that their business is promoted through advertising and publishing their logos in newsletters and online forums.

This link below has guidelines to follow when asking for sponsorship:

<https://www.wacssso.wa.edu.au/media/1532/gd006-accepting-sponsorship-guideline.pdf>

Vision & Mission

The Merredin College vision statement is:

“Merredin College, where we aim to be the best we can be in everything we do.”

The Merredin College mission statement is:

“In partnership with our community, we seek to inspire our students to strive to succeed and to be caring, respectful, responsible citizens so that they can lead healthy, productive and meaningful lives.”

The Merredin College values are:

*We are **caring**,
we are **respectful**,
we are **responsible &**
we **strive to succeed**.*

3 - Scope

This policy applies to all donations, sponsorships and fundraising activities conducted on behalf of Merredin College & the Merredin College P&C.

For the purposes of this policy, ‘fundraising’ includes activities that encourage the raising of money or other resources for Merredin College.

Examples of fundraising by Merredin College covered by this policy include:

- Fundraising for a specific purpose (e.g. excursions, competitions and sport trips);
- Fundraising through the sale of commercial goods.

For the purposes of this policy, fundraising does not include:

- The standard voluntary school contributions;
- Voluntary P&C contributions;
- Transactions of a wholly commercial nature where full value is provided on each side of the transaction;
- Activities where members of the school community, acting as individuals rather than on behalf of Merredin College, raise funds on behalf of outside bodies (e.g. by selling raffle tickets).

4 - Policy Principles

The P&C should only engage in receiving donations, sponsorship or fundraising activities where the funding will help achieve one or all of the following outcomes: -

- Supports the School’s vision statement, mission, value and objectives;
 - Increases the effectiveness of the school’s programs;
 - Improves student outcomes and learning;
 - Communicates key messages to target audiences; and/or
 - Enhances the School’s public image and reputation (and those of public education).
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- Fundraising for a specific purpose should be clear and understandable to those who are being asked to contribute. If a fundraising purpose is not specified it is a general fundraising activity.
 - Participation in and contributing to fundraising activities is voluntary. While all families are encouraged to support fundraising activities, the right of each school family to determine the level of financial support that they can offer should be respected.

- Fundraising must have the prior approval of the P&C Committee to ensure it is aligned with these principles and with any other fundraising activities that may be planned or ongoing at the school to ensure that one project does not detract from another and to ensure that fundraising does not present an ongoing demand on the school community.
- All activities will be planned and included in the P&C Fundraising Calendar so sufficient lead time occurs to allow effective communications and coordination between the School and P&C. P&C will regularly communicate its plans through the school newsletter or specific notices if appropriate.
- The P&C recognises that it has responsibility for all monies collected in its name, and therefore, must be able to produce documentation suitable for audit.

To meet financial auditing requirements:

- a. Any person or group proposing to conduct a fundraising event should outline the project by completing the Fundraising Proposal submitting to the P&C so that a process of accountability, including money collection and receipting, can be agreed on before the activity occurs;
- b. As soon as possible following the fundraising event, the amount raised should be directly given to the P&C Treasurer and accompanied by the completed Fundraising Receipt tear off slip (located at the bottom of the Fundraising Evaluation Report) and banked;
- c. All income and expenses associated with fundraising must be documented on the Fundraising Evaluation Report.

The P&C Executive must determine that the fundraising or donations are for a proper purpose. Donations and fundraising activities:

- Must not adversely affect, or be likely to adversely affect, the safety, health, welfare or best interests of students at the School;
- Must not require the P&C, School, School staff, School students or Department to endorse, recommend or promote any goods or services;
- Must not require display of brand names or logos on official school uniform;
- Must not provide for any student to participate in an activity unless the student chooses to do so;
- Must not restrict competition or require or lead to the exclusive supply by the provider of goods or services to the School;
- Must not promote nor enable the distribution of goods or services to the School, School staff or School students if the consumption of the good or service is likely to conflict with the ethos and values of the School or otherwise adversely affect the School's reputation;
- Must not enable the distribution to students of material promoting or endorsing any particular denomination, sect or political party;

- Must not provide for the right to name the School or an educational program of the School;

5 - Responsibilities

Coordinators of Fundraising Projects

Those coordinating fundraising projects are responsible for:

- Having a designated purpose for fundraising;
- Seeking prior approval from the P&C for activities per this Policy;
- Discussing accountability requirements with the P&C before activities commence;
- Documenting receipts and expenses;
- Completion and submission of a final Fundraising Report regarding funds raised and other necessary information to the P&C at the completion of the activity and;
- Complying with this policy, Department of Education regulations, and relevant state laws e.g. conducting lotteries/raffles, obtaining food licences etc...

P&C

The P&C is responsible for:

- Ensuring that P&C fundraising activities are consistent with this Policy;
- Advising those wishing to conduct P&C fundraising projects of the accountability requirements;
- Approving the scheduling of P&C fundraising activities to avoid negative outcomes;
- Approving P&C fundraising activities before they occur; and
- Accounting for all P&C monies raised in a manner that will meet the auditing requirements.

6 - Procedures

Advertising

In order to ensure successful fundraising outcomes advertising fundraising events is essential. Any advertising that is undertaken should be consistent with the College's vision and mission, whilst supporting the community's values.

The 'Merredin College Link' is Merredin College's formal weekly publication communicating school news and current events throughout the school community. The Merredin College Facebook page is also an effective way of advertising throughout the school community. The Link & the Merredin College Facebook page are managed by Merredin College administration who welcome fundraising and event advertising providing it is in line with Merredin College Vision, Mission and Values.

In order to have advertising included in the Link contact
Bev Irving Ph: 9041 0900 E-mail: Bev.Irving@det.wa.edu.au
Or

On the Merredin College Facebook page contact:
Vanessa Morris Ph: 9041 0900 E-mail: Vanessa.Morris@det.wa.edu.au

Merredin College P&C Facebook page also has a large number of parent and community member followers; any Facebook advertising can be submitted to the P&C Secretary e-mail - merredincollegepc.sec@gmail.com

Other effective forms of advertising include;

- Article in the local Phoenix Newspaper,
- Notice on 'Merredin Buy & Sell' and other similar community Facebook pages,
- Poster on community notice boards,
- Word of mouth,
- Notes home in student bags (this can be organised via school administration).

Food Preparation & Handling

Fundraising event organisers should refer to the Food Safety Pocket Guide (see attachments) for practical advice on running an event that requires food preparation and handling. The guide has been developed to assist non-profit groups to comply with the food safety requirements for a fundraising event under food safety laws.

The Food Act 2008 requires that certain food handling activities be licensed by their local government; however exemptions apply for some activities operated by non-profit groups. The Shire of Merredin should be contacted in order to confirm whether or not a particular fundraising event involving the preparation and handling of food needs to be licensed or notified. Regardless of whether a licence is required, all food businesses must ensure they provide safe and suitable food.

For more detailed information please refer to Food Standards Australia & New Zealand.

Money Handling

The P&C recognises that it has responsibility for all monies collected in its name, and therefore, must be able to produce documentation suitable for audit.

To meet financial auditing requirements:

- a. Any person or group proposing to conduct a fundraising event should outline the project in writing with a completed Fundraising Application Form to the P&C so that a process of accountability, including money collection and receipting, can be agreed on before the activity occurs;
- b. Two people to count & sign off on money raised;
- c. All money raised (after expenses) and the records of funds raised and expenses incurred are to be provided to the Treasurer of the P&C for banking in the P&C bank account;
- d. If fundraisers wish to claim back any expenses incurred during their fundraising activities a Reimbursement Request Form must be filled out & emailed to the P&C Treasurer. A confirmation email will be sent when the reimbursement has been made;
- e. Fundraising organisers should keep detailed records of float amounts given to fundraisers, and

- f. Badge of identification for handlers and collectors of money for large events.

Float: Please contact the P&C treasurer 3 days before your fundraiser is to take place if you require a float. E-mail - merredincollegepc@gmail.com

Lotteries and Gaming

Organisations must nominate a permit holder on their behalf who: makes the application and is responsible for conduct of gaming.

When an individual wishes to hold a raffle that requires a permit they need to ensure that they have permission from the P&C and then the form is completed and signed by the President. The permit holder must follow all guidelines to organising a raffle. These guidelines can be found in the link below.

The president must sign the permit and the P&C will cover the fee for the permit.

This link below answers questions in regards to standard lotteries permits:

https://www.rgl.wa.gov.au/docs/default-source/gaming/standard_lotteries.pdf?sfvrsn=2

Insurance

In partnership with Grange Insurance Solutions (Grange), WACSSO provides public liability and volunteer personal accident insurance through affiliation.

Contact Joe Barbaro at Grange Insurance for a certificate of insurance if required or for any other insurance advice.

Phone: 0499 968 657

Event Organisation

For advice on organising projects and events visit www.fetesandfestivals.com.au

7 - Evaluation

This policy will be reviewed as part of the P&C's cycle of review.

Date of last review – September 2020

8 - References

Department of Education: Incoming Sponsorship to Schools Policy

<http://det.wa.edu.au/intranet/ccm/detcms/navigation/category.jsp?categoryID=10573013>

The policy is based on the requirements of the School Education Act 1999 and School Education Regulations 2000

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/incoming-sponsorship-to-schools-policy-.en?cat-id=3457970>

WACSSO 2019 P&C Handbook

Insurance –

<https://www.wacssso.wa.edu.au/resources/insurance-for-pcs/>

Food Safety-

<https://www.foodstandards.gov.au/foodsafety/Pages/default.aspx>

https://www.health.qld.gov.au/_data/assets/pdf_file/0024/441528/fundraising-events.pdf

9 - Supporting Documentation

P&C Fundraising Application Form

P&C Fundraising Event Checklist

P&C Fundraising Event Budget Template

P&C Fundraising Report

P&C Fundraising Reimbursement Form

Food Safety for Fundraising Events – Pocket Guide

https://www.health.qld.gov.au/_data/assets/pdf_file/0024/441528/fundraising-events.pdf

Racing Gaming & Liquor Guidelines

<https://www.rgl.wa.gov.au/docs/default source/gaming/standard lotteries.pdf?sfvrsn=2>