



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 5577.

Purpose

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

Policy

Fundraising is a vital component of Westgarth Primary School not only for the funds generated, but for the community spirit it evokes.

There are no expectations set for fundraising from year to year. All funds raised become part of the school's budget and are then channelled through to all areas within the school.

Funds raised in one year are placed in the budget for the following year.

Westgarth Primary School encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes proposals for fundraising.

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 Fun and Fundraising committee will propose a fundraising calendar for the year for the School Council to approve. 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. Fundraising activities must also align with the Westgarth Primary School's other policies and values.

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

Westgarth Primary 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.

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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](#)
- Westgarth PS policies – Cash handling, Donations, Gifts, benefits and Hospitality, Statement of Values and School Philosophy.

Policy Review And Approval

Policy last reviewed	September 2026
Approved by	School Council
Next scheduled review date	September 2030

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