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*Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.*

## **Rationale**

- Westgarth Primary School recognises the important contribution that donations make, enabling the school to provide an educational offering beyond that which is possible with government funding alone.

## **Aims**

- To encourage donations, including money, goods or services, to the school from members of the school community, the broader community and philanthropic organisations.
- To ensure donors to Westgarth Primary School are appropriately acknowledged and recognised.

## **Actions**

### Implementation

- Donations may be in the form of money, goods or services.
- Westgarth Primary School operates a building trust fund which qualifies the school as a Deductible Gift Recipient organisation.
- Donors may obtain a tax deduction in their own personal or company tax returns through cash donations made to the school building fund.
- The school will periodically appeal to the community for donations to the school.
- Westgarth may also build relationships with philanthropic organisations, such as trusts and foundations, and may apply for grants from these organisations.
- The school will endeavour to implement processes that signal to donors that they are valued. Forms of donor engagement could vary, but should generally include:
  - Saying 'thank you' and acknowledging donations
  - Building and maintaining authentic relationships with donors
  - Listening to donors, and understanding their motivation for giving
  - Regular communication with donors
  - Demonstrating to donors how their donation makes a difference to the school

### Acknowledgement

- The school will generally acknowledge all donations.
- The level of acknowledgement provided to donors should be consistent with the level of donation.

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- While forms of acknowledgement may vary, some examples that could be considered include:
  - A letter of appreciation from the Principal, School Council President or students
  - Invitations to the donor to attend school functions and an opportunity for the donor to make an address or present an award.
  - Acknowledgement of significant donations in the school newsletter or in speeches
  - Public display at functions of temporary signage acknowledging the donation
- Any public acknowledgement should be agreed with the donor first.
- Providing external organisations with naming rights for a Government asset, event or initiative in recognition of their donation must be first authorised by the Minister.

## **Evaluation**

This policy will be reviewed as part of the school four-year review cycle.

## **Related policies**

This policy is one of a suite of policies that sit under the overarching Fundraising Policy. Other policies within this suite include:

- Cash Handling
- Advertising & Sponsorships
- Community Fundraising
- Community Use of School Facilities

Refer to our WPS website [school policies](#) section.

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