



**EAST ADELAIDE
SCHOOL**

East Adelaide School Fundraising Policy

Approved by: Governing Council

Date approved: 31 March 2026

Next review date: 31 March 2029

Purpose

Fundraising is an important way for our community to contribute to the enhancement of school facilities, resources, and student opportunities. Activities should bring our community together, be inclusive, and reflect our school's spirit of collaboration and respect.

The aims of this policy are:

- To engage with the school community which may include fundraising activities and events in support of facilities and resources that support student learning and wellbeing.
- To ensure fundraising events are manageable, inclusive, appropriate and support school improvement.
- To follow principles that ensure that staff and students are not put at risk and that money is managed well.

Scope

This policy applies to all fundraising activities conducted by, for, or in association with East Adelaide School, including those organised by:

- The Governing Council and its subcommittees.
- Parent groups, student groups, and volunteers acting on behalf of the school.
- Any external parties using the school's name or premises to raise funds.
- All fundraising activities conducted by or on behalf of East Adelaide are ethical, transparent, safe, and compliant with the Department for Education (DfE) Fundraising Guidelines, Education and Children's Services Act 2019, and Australian Consumer Law.

Fundraising Principles

All fundraising must:

1. The Governing Council oversees all fund raising within the school, with Governing Council making final recommendations to the Principal.
2. All fundraising must be approved by the Governing Council, the Finance Sub-Committee and at the Parents and Friends Subcommittee before it takes place.
3. Support school priorities as guided by Governing Council priorities.
4. Fundraising activities must support the school's vision and benefit students.
5. Be transparent, with clear communication about the purpose and intended use of funds.
6. Be voluntary, with no pressure on students, families, or staff to contribute.
7. Comply with legislation and Department for Education financial and governance requirements.
8. Be safe, risk-assessed, and child-appropriate.



9. Funds raised are used for projects that directly benefit students and enhance school facilities or resources.
10. Families will be informed about what the funds are being raised for and how they are spent.

Scale and Frequency of Fundraising Events

To avoid over-burdening families and to maintain focus on quality rather than quantity of events (as the guide below):

- There may be **one major whole-school fundraising event each year** (major = the potential to raise more than \$15,000).
- There may be **one or two medium-sized fundraising events** each year (medium = the potential to raise more than \$2,000).
- **Major events** might include the *School Fair*, *Quiz Night* or *Colour Run*.
- **Medium events** might include a *Sausage Sizzle*, *School Disco*, *Movie in the School Night* or *Community Raffle*.
- **Minor fundraising** (e.g. student-led initiatives, casual days, bake sales) may occur periodically, but must still be approved by the Governing Council.

All events must be approved by the **Governing Council** in consultation with the **Principal**.

Approvals Process

1. All proposed fundraising activities must be submitted to the Governing Council for approval before being promoted or commenced.
2. Governing Council and the Finance Advisory Committee (FAC) have the responsibility to provide advice and recommendations to the Parents and Friends Committee in relation to voluntary contributions, sponsorships and donations. Any funds raised should be allocated to expenses related to whole school benefit.
3. All events must operate within DfE guidelines and protocols which includes but is not limited to; safety management requirements, compliance with lottery, gaming and liquor licensing requirements and DfE alcohol policy and must have a proposal including a budget and plan of proceedings. The School Community Committee is to develop a schedule of events for the year to be approved by Governing Council.
4. Each proposal should outline:
 - The purpose and intended use of funds.
 - The estimated income and expenses.
 - The event organiser and key contacts.
 - Any identified risks or supervision needs.
5. The proposal should be forwarded to the Business Manager and tabled at the school's FAC for discussion and approval. Without this approval the fundraising venture may not proceed. In the case of a fundraising event that proposes to outlay \$500 or more, a budget must be prepared and submitted to the FAC for approval.
6. The Principal must review and approve all risk assessments and ensure compliance with Department for Education policy.

Use of Funds

Funds raised through school activities must be used only for school development, student benefit, or community improvement projects approved by the Governing Council. The intended purpose of each fundraiser must be communicated clearly to the school community, and once the funds are used, outcomes should be reported through newsletters, assemblies, or the Governing Council Annual Report.

Financial Management

- All funds raised must be deposited into the school's official bank account.
- Cash handling must follow the Department for Education's Cash Handling Procedure.
- No private bank accounts are to be used for holding school funds.
- In-kind donations (e.g., vouchers, hampers, goods for raffles) can be recorded informally by P&F and summarised for the Business manager to enter into school records.
- Fundraising income and expenditure must be reported to the Governing Council.

Ethical Considerations

The school will not engage in or accept fundraising that:

- Promotes or benefits organisations inconsistent with public education values (e.g. tobacco, alcohol, gambling).
- Places students or families under financial pressure.
- Conflicts with the school's duty of care or child safety responsibilities.
- Involves any form of personal gain or commission for organisers.

Sponsorships and Donations

- Donations and sponsorships must comply with the Department for Education's Sponsorship and Donations Guidelines.
- Sponsors may be acknowledged appropriately, but will not influence curriculum or school governance.
- All donations must be receipted and used for the stated educational purpose.

Health, Safety, and Risk Management

- All fundraising events must comply with Work Health and Safety (WHS) and Child Safe Environments standards.
- A risk assessment must be completed for each event.
- Volunteers must hold a Working with Children Check (WWCC) if required.
- Food and hygiene standards must meet SA Health requirements.

Monitoring and Review

- The Governing Council will review the success, purpose, and outcomes of fundraising annually.
- This policy will be reviewed every three years, or earlier if there are changes to Department policy or legislation.

Approved by: Governing Council

Endorsed by: Michael Koutsoukos, East Adelaide School Principal

Date: 31 March 2026