Policy Statement

P&C Year 7 Camp Fundraising Policy

Issued By: P&C Management Committee   Date of Issue: March 2013
Date of Review: March 2016

1. Purpose
To provide consistent guidelines for P&C endorsement of Year 7 Fundraising Initiatives.

2. Application
All Year 7 Camp Fundraising ideas must be endorsed by the P&C. This policy is initiated upon any requests made to generate capital towards Year 7 Camp costs.

3. Policy Statement
This policy provides a framework for P&C Executive and Committee members to make fair and consistent decisions regarding requests for Year 7 Camp fundraising activities. It also provides guidelines to person’s performing fundraising activities to ensure the P&C and FSS name is protected at all times during fundraising activities.

3.1. Procedure
P&C Executive and Committee Members need to consider the following criteria when making decisions regarding Year 7 Camp fundraising requests

Deciding Factors
- Does the proposed event impact on other P&C fundraising activities? – this includes approaching businesses for donations, asking broader FSS parent body for donations or raffle tickets etc
- Is the event suitable for promoting a state primary school body? – ie would it be seen within the broader community as appropriate?
- Is there enough support within the Year 7 Cohort to conduct this event?

Limitation
• Money raised goes towards paying off the nominated capital for that particular cohort year. Any money raised above the specified amount goes towards the capital offset for the following cohort.

Operation
Once a fundraising activity is endorsed the following guidelines must be followed when the event is undertaken

• Any details relating to the event must be distributed on Frenchville State School letterhead, and signed by the principal so the fundraiser can be seen as an ‘officially endorsed event’.
• Any information distributed under the letterhead must be approved by the principal prior to circulation to the student body.
• Fliers and letters will only be distributed to Year 7 students
• Clear details of the activity are to be placed in the letter about the date of the fundraiser, amount of profits going to the camp, key parent contacts etc
• A final report must be submitted by the organising group to P&C on the amount of funds raised (including details of how many units sold etc if applicable)
• Contact details of Year 7 Parent/s coordinating the activity must be clearly outlined in the correspondence home to parents, so that if there are any queries they can be directed to the correct people.
• If money handling is involved all involved parents must read the “Safe Handling of Money Policy” and sign the relevant register.

Action / Implementation
Each Executive Member is to read this policy and sign the register as a record of their understanding and acceptance of the requirements outlined within this policy.