FUNDRAISING

Help for non-English speakers

If you need help to understand the information in this policy please contact 9717 7500.

PURPOSE

To provide parents/carers and other members of our school community with an overview of Hazel Glen College's approach to fundraising.

POLICY

Fundraising is an important way for Hazel Glen College to raise funds so that it can deliver additional learning opportunities, programs for students, improve school amenities etc.

School staff and members of the school community may want to undertake fundraising activities for Hazel Glen College.

Hazel Glen College encourages all members of our school community to be involved in fundraising initiatives and the School Council welcomes all 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 School Council will approve any school-related fundraising events or activities for the upcoming year. 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 policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

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

Hazel Glen College may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library:

- Fundraising Activities (including fetes)
- Finance Manual — Financial Management for Schools
- Fundraising Act 1998

Please find relevant documents and policies below:
https://www.hgc.vic.edu.au/policies/

POLICY REVIEW AND APPROVAL

Policy last reviewed	26th October 2026
Approved by	School Council
Next scheduled review date	October 2030