

NORWOOD SECONDARY COLLEGE

FUNDRAISING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office.

PURPOSE

To provide parents/carers and other members of our school community with an overview of Norwood Secondary College's (NSC's) approach to fundraising.

POLICY

Fundraising is an important way for NSC to raise money so that it can deliver additional learning opportunities, programs for students, and improve school amenities.

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

NSC encourages all members of our school community to be involved in fundraising initiatives and 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 and Training 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

NSC 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

The school will host three official fundraising events each year, coordinated by the Student Representative Council (SRC). These events aim to foster community spirit, raise awareness, and support meaningful causes. Scheduled fundraisers include support for the Royal Flying Doctor's Service in Term 2, NAIDOC Week celebrations, and Footy Colours Day, in Term 3. In addition, the Wellbeing Team will lead fundraising activities during R U OK Day (also in Term 3).

Fundraising activities may include a casual clothes day, with gold coin donations collected by student leaders. Where food is sold such as at BBQs or bake stalls, payment can be made by cash, EFTPOS, or where possible Trybooking, depending on the setup and availability. Supervising staff members must undertake appropriate training for EFTPOS use and must be approved by School Council as a user. These arrangements help ensure smooth coordination while supporting student leadership and community engagement.

Bake sales held within the school do not require a permit; however, we are required to notify the local Council through the FoodTrader system and comply with Class 4 food safety requirements. For further information, access the following link: <https://www.health.vic.gov.au/food-safety/food-fundraisers-class-4-cake-stalls> Additionally, any organised raffles ([third party raffles](#)) must have School Council approval and permission from the associated charity. This permission should be provided in the form of a letter on the charity's official letterhead.

Fundraising can be a highly relevant and valuable learning experience within the Personal Development Skills (PDS) strand of the VCE Vocational Major (VCE VM) at Years 11 and 12. In PDS, students are encouraged to engage in community-based projects that promote teamwork, leadership, planning, and civic responsibility. A well-organized fundraising activity—especially one tied to a meaningful cause—can meet several learning outcomes, such as:

- Planning and implementing a community event
- Demonstrating initiative and collaboration
- Reflecting on social and ethical issues
- Developing communication and organisational skills

Staff procedures and student guidelines for planning and running fundraisers are outlined in Appendix A to ensure consistency, safety, and alignment with school values.

COMMUNICATION

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

- Available publicly on the school website
- Included in staff induction processes
- Included in our staff handbook
- Included in transition and enrolment packs
- Reminders in the College newsletter
- Discussed at student forums/through communication tools as required
- Made available in hard copy from the General Office 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2026
Approved by	School Council
Next scheduled review date	August 2029

Appendix A: Guide to Running Fundraisers – Staff

Fundraising Procedure

Organising a successful fundraiser is a rewarding experience that requires careful planning and communication. If raising funds for a charity or organisation, please follow the steps below to comply with DE requirements:

Timeline	Tasks	Person(s) Responsible
Before the Event	1. Confirm with the Student Representative Council (SRC) that the fundraising event has been added to the calendar of fundraising events for the current year. 2. Complete a copy of the Fundraising Budget Spreadsheet and share it with the Business Manager. The spreadsheet is available in the school's Google drive and can be accessed at the following link. 3. Plan the event – outline the date, time, purpose, goals and logistics.	Event Organiser / SRC
2 Weeks Before the Fundraiser	1. Ensure that students communicate and promote the event. Encourage them to create posters, announcements, or social media posts to raise awareness of the fundraiser. Include details like the date, time, location, and the cause they're supporting. 2. For events like BBQs, ensure food items are ordered in advance. *NB: The Food can be ordered through the Food Technology Department. Specify the necessary items, quantities and budget area that the food should be ordered from. The Food staff will generate a purchase order and place the food/drink order on your behalf. 3. Have students notify key departments. They should contact the General Office to: • Arrange a float for handling cash transactions • Coordinate the collection of gold coin donations • Provide details about the charity that is being supported (name of the charity, where their funds are going and ABN). They should notify staff in the canteen as fundraisers involving the sale of food, will see a reduction in their sales on the day of the event. 4. Staff and students facilitating the sale of food should ensure that they have completed the online module, 'Do Food Safely' which has been developed by the Department of Health Victoria. https://dofoodsafely.health.vic.gov.au/index.php/en/	Event Organiser / SRC / General Office Staff

	5. Supervising staff members must undertake appropriate training for EFTPOS use and must be approved by School Council as a user.	
On the Day	1. There must be adequate staff supervision of activities to ensure student safety. 2. All parties must follow food handling and safety guidelines to ensure a clean and safe environment. 3. Collected funds must be submitted to the front office promptly. 4. Clean all equipment used during the fundraiser and ensure it is properly stored in its designated location.	Event Organiser / SRC / General Office Staff
After the Fundraiser	1. Encourage the students to write an article for the school newsletter which includes: • The charity supported • Details of the events on the day of the fundraiser • The amount of money raised • Information about where the funds will go (if known) 2. The SRC and event organiser should thank staff, students and participants for contributing to the fundraiser. 3. Facilitate feedback/reflection – what worked well? What didn't work so well? *Note any lessons learned for future fundraisers.	Event Organiser / SRC / General Office Staff

Appendix B: Guide to Running Fundraisers – Students

Organising a successful fundraiser is a rewarding experience that requires careful planning and communication. Please follow the steps below to ensure everything runs smoothly:

2 Weeks Before the Fundraiser:

1. Notify Key Departments

- Canteen: If your fundraiser involves a BBQ or the sale of food, inform the canteen staff as early as possible. This helps them plan for reduced sales on the day of the event.
- Food Technology: If planning a BBQ, contact Food Tech to organised equipment and food orders (if required).
- General Office: Notify the front office ahead of time for the following:
 - Arranging a float for handling cash transactions.
 - Coordinating the collection of gold coin donations, especially if it's a free dress day.
 - Providing details about the charity you are supporting, including the name of the charity, where the funds are going, and their ABN (Australian Business Number).

2. Plan and Prepare Food Items

For events like BBQs, ensure food items are ordered in advance. Check quantities and availability to avoid any last-minute issues. Food can be ordered through the Food Tech Department.

3. Communication and Promotion

- Create posters, announcements, or social media posts to raise awareness of your fundraiser. Include details like the date, time, location, and the cause you're supporting.
- Engage with your peers and staff to encourage participation and support. Promote the event at year-level assemblies.

On the day:

1. Supervision and Safety

- Ensure all activities have appropriate supervision from staff members.
- Follow food handling and safety guidelines to guarantee a clean and safe environment. It is recommended that students complete the online module 'Do Food Safely' provided by the Department of Health if organising a fundraiser or event that requires the preparation of food i.e. BBQs:
<https://dofoodsafely.health.vic.gov.au/index.php/en/>

2. Post-Event Wrap-Up

- Submit collected funds to the front office promptly.
- Clean all equipment used during the fundraiser and ensure it is properly stored in its designated location.

After the Fundraiser:

1. Write an article for the school newsletter including:
 - The **charity** you supported.
 - Details of the **events** on the day of your fundraiser.
 - The **amount of money** raised.
 - Information about where the funds will go, if known.
2. Thank everyone who contributed to the event's success—staff, students, and participants.
3. Reflect on the experience and note any lessons learned for future fundraisers.