

POLICY NO:	RPC002
POLICY:	Fundraising Policy
ORIGINAL POLICY:	March 2020
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1. INTRODUCTION AND PURPOSE

This document sets out the Rosalie P&C policy and guidelines on fundraising activities and Rosalie P&C events held for fundraising purposes.

This document also presents Rosalie P&C's position on supporting other fundraising activities through the Rosalie community.

1.1 Background

The objective of the P&C is to promote the interests of the school, through cooperation between parents, teachers, students and members of the general community; assisting in the provision of resources, facilities and amenities for the school; and the fostering of community interest in educational matters.

Rosalie P&C conducts a number of activities and events throughout the school year to support the activities of Rosalie Primary School and its students. Funds generated through Rosalie P&C fundraising activities are to be used to support the objectives outlined in the Rosalie P&C constitution.

Whilst fundraising is an activity of the Rosalie P&C, it should not conflict with other values of the Rosalie P&C including health, wellbeing, safety and sustainability.

The policy is designed to provide a clear framework to work within when considering what fundraising activities and events should be undertaken by Rosalie P&C.

Rosalie P&C also wants to support fundraising activities for the wider community charities outside Rosalie. Guidance on this is detailed in the policy.

With reference to the World Health Organization's Health Promoting Schools Framework, Rosalie P&C acknowledges that it has a key role to play in being a supportive partner of Rosalie Primary School, and provide a safe and supportive environment for the children and broader community of Rosalie Primary School.



Figure 1: WHO Health Promoting Schools Framework

(<https://www.who.int/publications-detail/global-standards-for-health-promoting-schools>)

2. SCOPE

This policy applies to all donations and fundraising activities conducted by the P&C. For the purposes of this policy, 'fundraising' includes activities conducted by the P&C that encourage the raising of money or other resources for Rosalie other than the standard voluntary P&C contributions.

Examples of fundraising by P&C covered by this policy include:

- Fundraising for a specific purpose (e.g. air conditioning, playground);
- Fundraising to supplement P&C general funds (e.g. BBQ, discos, quiz nights);
- Fundraising through the sale of commercial goods (e.g. entertainment books).

This policy also provides guidance on activities where members of the school community raise funds on behalf of or for outside bodies with the support of the P&C (e.g. an event to support a charity or need in the community).

For the purposes of this policy, P&C fundraising does not include:

- Voluntary P&C contributions;
- Fundraising through the provision to Rosalie of receipts, vouchers and coupons obtained by community members through commercial transactions enabling the School receipts, vouchers



to redeem those and coupons for

value (e.g. the Coles and Woolworths programmes).

3. RATIONALE

The purposes and method for which funds are collected should be consistent with the P&C and school's values, providing fundraising that is aligned to wellbeing of students, staff and the community, sustainability and with health promoting schools.

4. PROCEDURES

To ensure that fundraising activities are planned and scheduled appropriately, in conjunction with the school each year, the P&C will develop:

- a calendar that includes all planned school fundraising activities and how funds raised will be used, and will be passed or ratified by a properly convened P&C general meeting.
- All participants and supporters of the event will be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.
- All fundraising events will be consistent with the Rosalie P&C Policy 001 - Healthy Food & Drink Policy
- All fundraising events where alcohol is served will abide by the P&C policy on alcohol at P&C events (Refer to Rosalie P&C Policy 001)
- All fundraising events involving lotteries/raffles etc. where alcohol is served will be abide by regulations set out by the the Department of Racing, Gaming and Liquor.
- Appropriate money handling procedures will be followed for all fundraising activities:
 - Two people to count and sign off on money raised;
 - Keep receipts for expenses;
 - All money raised (after expenses) and the record of funds raised and expenses incurred are to be provided to the Treasurer of the P&C for banking in the P&C bank account;
 - Fundraising organisers should keep detailed number of floats given to stallholders; and
 - Badge of identification for handlers and collectors of money for large events or door to door events.

5. PURPOSE OF FUNDRAISING ACTIVITIES & EVENTS

The P&C Executive must determine that the fundraising or donations are for a proper purpose. Donations and fundraising activities:

- Must not adversely affect, or be likely to adversely affect, the safety, health, welfare or best interests of students at the School;
- Must not require the P&C, School, School



staff, School students or Department to endorse, recommend or promote any goods or services;

- Must not require display of brand names or logos on official school uniform;
- Must not provide for any student to participate in an activity unless the student chooses to do so;
- Must not restrict competition or require or lead to the exclusive supply by the provider of goods or services to the School;
- Must not promote nor enable the distribution of goods or services to the School, School staff or School students if the consumption of the good or service is likely to conflict with the ethos and values of the School or otherwise adversely affect the School's reputation;
- Must not enable the distribution to students of material promoting or endorsing any particular denomination, sect or political party; and
- Must not provide for the right to name the School or an educational program of the School.

6. SUPPORT FOR OTHER FUNDRAISING ACTIVITIES

The P&C, at its discretion, may support individuals/groups running an event to fundraise for a cause, charity or for a need in the wider community.

The decision to support an event for a charity or need in the community will be passed or ratified by a P&C general meeting. Factors considered when deciding whether or not to support an event, will include, but may not be limited to:

- Activities that are consistent with the values of the Rosalie Primary School
- Sound financial management and controls are demonstrated by the individuals/groups (eg. transparent handling, banking and use of funds).

The P&C will support through the following means:

- Use of communication channels, through school and P&C newsletters, through the Parent Liaison representatives (PLs);
- Support requests made to the school to use the school as a venue space for an event;
- All advertising by the P&C about an event will clearly state the intended purpose, and where the funds will go, so that member of the Rosalie school can make an informed choice about being involved.

7. SPENDING OF FUNDRAISING FUNDS

The following principles funds raised by Rosalie



should apply to the expenditure of P&C.

- Ensure compliance with the Rosalie P&C constitution;
 - Be consistent with the Rosalie Primary School values
 - Be consistent with the Rosalie Primary School Business Plan
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- Any funding request is required to be written up and sent out with the agenda no less than 7 days prior to the P&C meeting. All expenditure should be formally moved and seconded at a meeting of the P&C.
 - Rosalie P&C should first ensure that they are able to meet their own financial obligations. For example, the costs of affiliation fees to WACSSO etc

8. POLICY ALIGNMENT

This policy is based on and consistent with policies and recommendations from the following:

8.1 Other Rosalie P&C Policies

RCP001 Healthy Food & Drink Policy
Rosalie P&C Event Guides

8.2 WA Government Policies

(incl. Department of Education [DoE] & Department of Health [DoH] & Department of Racing, Gaming and Liquor)

8.3 Other relevant policies, guidelines and recommendations

WHO Health Promoting Schools Framework

APPENDICIES

APPENDIX A – Sample communications in newsletters and email to be insert for P&C Events where parents provide food

APPENDIX B – Tips for making the healthy choices popular choices at your events

APPENDIX C – Food Fundraiser ideas of P&C events

APPENDIX D – Healthy Fundraising Ideas

APPENDIX E - Food at Fetes and Festivals

See also

APPENDIX C – Healthy tips for BBQs and sausage sizzles
In Rosalie P&C Healthy Food an Drink Policy 001

Appendix A – Sample communications in newsletters and email to be insert for P&C Events where parents provide food

Email insert for baking fundraisers

“We appreciate your help providing baked goods for our P&C fundraiser. Please be sure to follow the points below ensure the bake sale complies with the City of Subiaco’s food permit requirements, please;

- provide all goods in sealed containers (i.e. plastic container with lid, individual bags, a tray/platter with glad wrap covering, or consider a recycled container with a proper lid or covering);
- bake and portion items into snack sizes so that they can be sold individually without being altered (for example scrolls, slices, energy balls, pastries, sliced cakes, muffins);
- include with the baked food (handwritten labels are fine):
 - a description of the food (i.e. blueberry muffins or gingerbread biscuit);
 - your name and phone number; and
 - a list of ingredients.
- use common sense hygiene (e.g. wash hands prior to cooking, tie back long hair).

Healthy Options

We welcome and encourage healthy/whole food baked options at P&C fundraising events. Our school community is committed in supporting Rosalie to promote healthier food and drink choices. Here are some great websites with fun and healthy recipes;

<https://wellnourished.com.au/category/recipes/>

<https://www.wholesomechild.com/show-recipes/>

<http://www.beetrootinmycake.com.au/beetroot-in-my-cake-recipes.html>

[https://theprettybee.com/”](https://theprettybee.com/)

Allergy Aware

Rosalie is a nut aware school, please ensure there are no nuts or nut products in baking, this includes nut flours/meal, Nutella, peanut butter.

Allergy friendly products are welcome, however, please only label products as allergy-free if you can be sure they do not contain that allergen and have not come into contact with the allergen during preparation.

Follow the link for a handy fact sheet on cross contamination
[https://www.foodallergy.org/resources/avoiding-cross-contact”](https://www.foodallergy.org/resources/avoiding-cross-contact)

Appendix B – Tips for making the healthy choices popular choices at your events:

Ideas to promote your healthy options:

1. **REDUCE COMPETING ITEMS** – Avoid putting popular unhealthy items up against your healthy options. For example, it will be difficult for popcorn to sell well if it has to compete with Chocolate and potato chips. Likewise, jacket potatoes topped with savoury mince and savoury mince on a roll can be very popular alternatives to meat pies; however, if both appear on the menu, students may be more likely to choose the pie.
2. **LOOKS GOOD, TASTES GOOD** – Ensure your healthy items taste great by using fresh, quality ingredients. The old saying ‘we eat with our eyes’ is very true, and items that look good will be more popular.
3. **PRE-ORDERS AND MEAL DEALS** – Not only are pre-orders and meal deals great ways to control the supply of healthy options on an event day, but they also streamline ingredient ordering and the food production process. This method also allows the opportunity to promote these healthy items heavily before the event.
4. **USE CATCHY NAMES** – Use enticing words such as ‘fresh’, ‘hot’, ‘sizzling’, ‘tasty’, ‘ice cold’ and ‘yummy’ when listing your menu items or promoting them. Why not try naming some menu items or meal deals after the theme for your event?
5. **PROMOTION** – Promote your healthy food options in the school newsletter or on the school website in the lead-up to the event day.
6. **PRODUCT PLACEMENT** – Keep the healthy items in fridges, display cabinets and on the counter top at eye level and prominently displayed. If there are less healthy options on your menu, place these out of sight or in less obvious positions such as the bottom shelf of the fridge or behind healthier options so that customers can’t see them. This helps to make the healthy choice the easy choice.



APPENDIX C – Food Fundraiser ideas of P&C events

Food fundraisers can be a great way to raise money at P&C events. To support Rosalie in promoting a healthy environment the P&C aims to have healthy and fun foods for fundraisers. Below are some ideas:

Popcorn

Freshly made popcorn served in paper bags

There are usually a number of families who can lend their popcorn makers

It often works to ask for volunteers to make popcorn ahead of time, families with little children can find it hard to volunteer on the day but may be able to help ahead of time

Happy Snacks

Delicious chickpea and fava bean snacks

Also available in sweet flavours such as Chocolate and Raspberry, lower in sugar than most treats.

<https://happysnackcompany.com.au/products/>

Muesli bars

- Can be as unhealthy as lollies below is a choice guide to healthier muesli bar options
- <https://www.choice.com.au/food-and-drink/bread-cereal-and-grains/cereal-and-muesli/articles/muesli-and-cereal-snack-bar-review#best%20cereal>

Apple Slinkys

- Ask around after an apple slinky machine and sell apple slinkys, they are healthy and fun!

Watermelon Kegs

- Make a watermelon keg filled with a simple watermelon juice and ice
- Sell cups of watermelon juice
- Encourage families to bring their own cups

Strawberry skewers

- Strawberry skewers are quick, easy to make and yum
- Fun ideas
- Dipping trays – natural colours sprinkles, desiccated coconut, dipping chocolate (ask around after a chocolate fountain)
- <https://www.forkandbeans.com/2012/09/11/raw-chocolate-sauce/>

Bring a plate to sell

- Ask families to donate a plate to sell
- Encourage delicious healthy treats
- Some great recipe sites
<https://wellnourished.com.au/category/recipes/>
<https://www.wholesomechild.com/show-recipes/>
<http://www.beetrootinmycake.com.au/beetroot-in-my-cake-recipes.html>
<https://theprettybee.com/>



Appendix D – Healthy Fundraising Ideas

There are so many interesting and engaging ways to fundraise for the P&C that are also great for the school community. Fundraising drives are a common way to involve families and students in supporting school programs and activities.

WACSO has a great resource, see the link below.

<https://www.waschoolcanteens.org.au/wp-content/uploads/2014/07/WASCA-Fundraising-booklet.pdf>

Keeping the focus on non-food-related items or health promoting activities means the school can continue to model consistent messages about healthy eating and lifestyles.

Consider some of the activities below, which do not involve RED food and drinks, as ideas for your next fundraiser:

A-thons

- read-a-thon
- swim-a-thon
- walk-a-thon
- run-a-thon
- spell-a-thon

Non-food drives

- sunscreen
- first-aid kits
- water bottles
- herbs/plants/seedlings/seeds
- clothing – hats, aprons, T-shirts
- cooking/storage products
- stationery – gift cards labels
- bags / lunch wraps
- calendars
- wrist bands
- electronic goods
- school recipe books
- children's books
- returnable candles – for kindy/PP campout
- glow in the dark body art – UV light

Social activities

- movie night
- trivia night
- parent night out
- free dress days or dress up days
- celebrity or local personality as a guest speaker at a breakfast, lunch or dinner event

Other activities

- Excess produce garden market



APPENDIX E - Food at Fetes and Festivals

There are plenty of ways that you can promote healthy food and drinks at a fete and still make a great profit.

Choose foods that come from the GREEN or AMBER categories, including:

- corn on the cob
- curries with rice
- tacos/pita bread nachos
- noodle boxes
- healthy muffins, slices and scones
- jacket potatoes
- pasta
- gourmet yoghurt with a range of fruit toppings
- rice paper rolls/sushi
- whole fruit icy poles
- fruit skewers with dips

Drink stalls

- As soft drinks are RED products and have limited nutritional value, swap them for the following drinks:
- milkshake or fruit smoothie (using reduced fat milk, ice cream and yoghurt)
- fruit juice slushie
- freshly squeezed juice
- coffee

TOP TIP

Invite local vendors such as gourmet yoghurt or sushi businesses to have a fete stall. Charge a fee for the stall or ask for a percentage of profits to be donated to the school.

Non-food stalls

Non-food stalls are a great addition to your fete or festival. Most of the preparation and organisation for non-food stalls can be done before the day with no need to worry about food storage and preparation. Some ideas for non-food stalls are:

- vintage or retro goods stall
 - instead of just asking for second-hand goods, ask for donations from the school community of vintage or retro items, including furniture and clothing
- craft stall
 - ask for donations and hold a craft group leading up to the fete for participants to make items for the stall
- face painting stalls
- plant stall

- Department of Education: Incoming Sponsorship to Schools Policy
<http://det.wa.edu.au/intranet/ccm/detcms/navigation/category.jsp?categoryID=10573013> The policy is based on the requirements of the School Education Act 1999 and School Education Regulations 2000 WACSSO Policy as amended at the 2011 conference

- WACSSO P&C Handbook

<https://www.wacssso.wa.edu.au/media/1612/pc-handbook-2019-web-version.pdf>

- WACSSO - Process to spend P&C funds (flowchart)

<https://www.wacssso.wa.edu.au/>

- Rosalie Parents and Citizens' Association Incorporated CONSTITUTION AND RULES
- P&C Information Sheets, ACT Council of Parent & Citizens Association

Example Fundraising Policies used to develop this policy:

- Wembley Primary School – advertising, Sponsorship and Fundraising Policies
- Mount Lawley Primary School – Fundraising and Donation Policy
- Rossmoyne Senior High School Fundraising policy
- Ashdale Primary School

Healthy Eating Policies

- WA Department of Education: HEALTHY FOOD AND DRINK IN PUBLIC SCHOOLS POLICY and HEALTHY FOOD AND DRINK IN PUBLIC SCHOOLS PROCEDURES
- 2006 REVIEW OF THE NUTRITIONAL VALUE OF FOOD SOLD IN SCHOOL CANTEENS: FINAL REPORT
- Department of Education - Traffic Light Table

<http://det.wa.edu.au/healthyfoodanddrink/detcms/education/healthy-food-and-drink/fact-sheets/binary-files/traffic-light-table.en>

Sponsorship guidance

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policiesframework/policies/incoming-sponsorship-to-schools-policy-.en?cat-id=3457970>

<http://det.wa.edu.au/intranet/ccm/detcms/navigation/schools/sponsorship>