

FUNDRAISING POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

1. INTRODUCTION

- 1.1 The Currajong School is committed to ensuring that fundraising activities are carried out in an ethical manner, consistent with the charitable purpose of the school and all applicable regulations.
- 1.2 This policy applies to the Board, casual, permanent and contract staff and volunteers.

2. PURPOSE

The purpose of this document is to identify The Currajong School's position on fundraising practice and to document the standards expected in raising funds from the community.

3. POLICY

- 3.1 In doing so, the Currajong School will adhere to the following standards:
- 3.1.1 Fundraising activities carried out by The Currajong School will comply with all relevant laws.¹
 - 3.1.2 Fundraising activities will only be conducted in or from Victoria.
 - 3.1.3 Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and not deceptive or misleading.
 - 3.1.4 Fundraising activities will be undertaken in a manner that affords care and respect to the people that the funds are intended to assist.
 - 3.1.5 Fundraising material will clearly state the purpose for which the fundraising appeal is being conducted and – if the fundraising appeal is for a specific purpose – will include a statement that, if the funds raised exceed the amount needed for the stated purpose, those funds

¹ Where, as in online fundraising, the rules are ambiguous or undefined, The Currajong School will follow general practice and make any necessary corrections once a specific rule has been established.

will be applied for general use by The Currajong School in accordance with its charitable purpose.

- 3.1.6 All monies raised via fundraising activities will be applied in accordance with the statements included in fundraising material.
- 3.1.7 Restrictions placed by a donor on the use of donated funds will be respected, but the donation will only be accepted if:
 - (a) the restriction(s) are consistent with The Currajong School's charitable purpose; and
 - (b) if the restrictions make the donation conditional, the donor understands and acknowledges that their donation will not constitute a gift to a deductible gift recipient which gives rise to a tax deduction.
- 3.1.8 Anyone directly or indirectly employed by or volunteering with The Currajong School is not permitted to accept any commission, bonus or payment for fundraising activities on behalf of the Currajong School.
- 3.1.9 No general solicitations shall be undertaken by telephone or door-to-door, unless approved by the Board.
- 3.1.10 Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of The Currajong School.
- 3.1.11 Financial contributions from companies, organisations and individuals that the Board has reason to consider unethical will not be accepted. Companies and organisations specifically excluded from making financial contributions to The Currajong School include gambling, tobacco (or e-cigarette) and alcohol companies.
- 3.2 A Fundraising Committee may be formed to oversee the major fundraising tasks. The Fundraising Committee will report regularly to the Board, including tabling of meeting minutes at Board meetings.
- 3.3 All fundraising activities must be approved by the Principal, who reports such activities at Board meetings.
- 3.4 A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to The Currajong School. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.
- 3.5 The Board Chair will be the first point of reference for any complaints about The Currajong School's fundraising. The Board Chair and Deputy Chair will conduct a preliminary investigation into the complaint and report its findings to the Board.

3.6 The Currajong School may also decide to fundraise on behalf of other charitable causes, as approved by the Principal. When considering fundraising for a particular charitable cause and/or carrying out such fundraising, the Principal will:

- consider all applicable fundraising laws;
- consider whether the cause is consistent with the charitable purpose of The Currajong School, or otherwise promotes compassion and empathy in students of the school;
- consider whether the methods used to raise funds are appropriate and not financially burdensome on The Currajong School;
- follow The Currajong School's fundraising standards;
- ensure that donations are not solicited utilising the deductible gift recipient endorsement of The Currajong School; and
- report to the Board the outcome of such fundraising activity.

3.7 All funds will be collected and distributed according to the Financial Controls Policy and Procedures.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
April 2024	School Board	April 2027



The Currajong School acknowledges the traditional custodians of this country throughout Australia and their continuing connection to land and community. We pay our respects to the ongoing living cultures of First Peoples.