

YARRAM EARLY LEARNING CENTRE FUNDRAISING

PURPOSE

To provide parents/carers and other members of Yarram Early Learning Centres (YELC) community with an overview of our approach to fundraising.

POLICY

Fundraising is an important way for Yarram Early Learning Centre to raise money so that it can deliver additional learning opportunities and improve Centres amenities.

YELC staff, members of the YELC community or the Parents' Club may want to undertake fundraising activities for the YELC or charitable causes.

YELC encourages all members of our Centres community to be involved in fundraising initiatives and YELC Council welcomes all proposals for fundraising.

Fundraising is a function of the YELC Committee of Management must approve all centre-related fundraising events or activities on behalf of YELC.

In deciding whether or not to approve particular fundraising events or activities, the YELC 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 Committee of Management for the general or particular purpose for which it was raised.

Fundraising for Charitable Causes

YELC may also decide to fundraise for charitable causes external to the school. In these cases, the Manager is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Manager 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 YELC community in the following ways:

- Available publicly on our centre's website
- Included in staff handbook/manual
- Hard copy available from centre 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	YELC Committee of Management
Review Date:	October 2025