

# Kadina Memorial School

## Fundraising/Special Days Guidelines

**Purpose:** To ensure fundraising events are manageable and organised to maximise learning.

All fundraising activities are to be approved by the Decision Making Committee (DMC) and follow these **Guidelines/considerations for school based fundraising:**

- All events must operate within the Department for Education guidelines and protocols (Healthy Eating Guidelines, Rightbite, finance protocols etc). Soft drinks should not be sold during in school events.
- As Casual Days and Dress Up days can be costly for families, they are not supported at KMS (with the exception of the Book Week Parade Day) and events should promote a *splash of colour* or a small change to the uniform such as odd socks. The DMC can be approached to seek approval for a casual day for an exceptional circumstance.
- Plan for the possibility of funds coming from areas other than the school community/ families
- The fundraising events are held at the discretion of DMC (if too many are planned, they may not be approved)
- Range of ways to raise funds to be considered. Time and effort needed to facilitate must be cost effective
- Fundraising for individual students is unlikely to be approved, unless under exceptional circumstances where DMC considers it meets Fundraising Guidelines criteria
- Communicate that additional school activities where funds are raised such as Book Week's Book Fair is not compulsory for students to purchase.
- Fundraising for exceptional circumstances such as bushfire, flood relief, also approved by DMC.
- World Challenge, currently held biannually, has the opportunity for up to two separate fundraisers with money going towards the participating **cohort's** World Challenge community project in the overseas country they are visiting.
- These guidelines relate only to fundraising involving students ie not staff organised fundraising

### Special days:

- Two days a term (one awareness, one fundraising) are automatically approved for in school events. These will (with the exception of Book Week which is organised by the library) be organised by KMSC in conjunction with the student body, who will determine how the funds raised are used. The actual dates need to be submitted to DMC within appropriate timelines.
- Funds from two fundraising days go toward charities with the emphasis being on **"Kids raising money for kids"** and funds from the other two are for school resources.
- Any further special days are to be approved through DMC.

The following events are automatically included within these days:

- Violet Day (Term 3) (Fundraising Day)
- Bully No Way Day (Term 1) (Awareness Day)
- Book Week/Book Fair (Term 3) (Awareness Day)

Further to this, Book Club is not counted as a fundraising event and can be run in all terms in which there is no Book Fair.

**Major whole school fundraiser:** There may be ONE major whole school fundraising event biannually (major = the potential to raise more than \$5000), where the money raised goes to the school/charities  
Fundraising from this is to be divided amongst the school and charities.

1. Each charity to receive a maximum of \$1000
2. International, National, State and Local, charities to be considered with the emphasis being on **"Kids raising money for kids"**
3. Charities will be nominated by the student body and decided and voted on by the KMSC
4. The Governing Council has the capacity to arrange a second major fundraising event with the proceeds going towards the school.