Alexandria Park Community School
Fundraising Policy
2011- 2014

Statement of Policy

Alexandria Park Community School Community recognises its responsibility to consistently make all efforts to provide equality of necessary resources. The School will, from time to time generate and allocate funds for local projects as determined by the Principal and therefore supports the use of fund raising activities as authorised by the Principal for such purposes as:

- Donations to support charitable initiatives
- School Field Trips/Excursions
- Activities, which enhance the school facility and school community
- Initiatives related to Student Council, Extra Curricular Clubs and Activities
- Purchasing of school equipment

APCS also recognises that fund raising has a direct effect on the immediate community. It not only impacts on the finances of families but it also reflects on the image of the school in the community. The guidelines outlined in this policy are intended to provide schools with the ability to raise funds without unduly pressuring students, patrons and/or community members to support or participate in fund-raising activities.

Administration Policy

The Principal and or the Parents and Citizens (where applicable) shall approve fund-raisers that meet the guidelines listed below:

- A needs assessment must be conducted before a fund-raiser can be approved, in order to determine the amount of funds required and the methods used to raise the funds.
- All local school fund-raisers must be submitted in writing to the Principal for review and prior approval.
- Students must not be compelled to sell or purchase products or services and must be free to voluntarily participate without peer or group pressure. Care must be taken in awarding bonuses or prizes to individuals or groups so that students do not feel pressured into competitive selling.
- Students are not to miss class to participate in fund-raisers.
- A maximum of three fund raisers per term will be approved

Level Guidelines

The guidelines for primary and middle school vary from those for high school. Funds raised in primary and middle school are primarily used to support school activities, enhance instruction and for general operational assistance for school/community organisations. High
school students frequently raise funds for travel expenses, specialised equipment and uniforms.

**Primary/Middle/High School**

Based on the needs assessment and must be:
- Consistent with the generally accepted moral and ethical standards of APCS
- Be reviewed by the P&C and Principal
- Not involve door-to-door sales

Parent donations to support a specific activity (eg field trips) in the school will be accepted and will not be considered a fund-raiser if:
- Donations must not be a factor in determining if a student participates in the activity for which the donations are solicited.
- Donations must be accounted for and recorded through the school office

**Business Partnerships Guidelines**

- School-based business partnerships that generate revenue, products, or services for the school, based on voluntary participation of students, parents, and or community members that do not involve students or the school in the sale of a product/service, are exempt from the level guidelines of this policy.
- All requests to form school-based business partnerships must be reviewed and approved by the Principal and P& C. on an annual basis
- Any approved school-based business partnership may request and receive the same promotional access to students and parents afforded to any other school-approved partnership.
- Privacy and student protection issues must be in the fore-front of any planning.