



# Fundraising policy

Version: 1.2 | Version effective: 10/06/2021

## Audience

- Parents & Citizens (P&C) associations and school communities
- Students and departmental staff engaged in fundraising

## Purpose

This policy provides guidance on fundraising by staff, students and P&C Associations.

## Policy statement

Fundraising can be carried out to:

- supplement government funding to enhance services, facilities and/or resources
- offset the cost of optional activities such as sporting events, camps, excursions, and social functions for students and/or staff
- contribute to external registered charities; and/or
- raise funds for a specific charitable cause.

The [Collections Act 1966 \(Qld\)](#) and the [Charitable and Non-Profit Gaming Act 1999 \(Qld\)](#) govern fundraising in Queensland.

While the following activities provide revenue (in the form of cash, assets, or services), they are not fundraising activities and are out of the scope of this policy:

- Trading activities, such as tuckshops and uniform shops
- [Sponsorships](#) and [Advertising](#)
- Requests to parents for [Voluntary Financial Contributions](#)
- [Donations and bequests](#)

## Principles

Principle	What this means for the department
<b>Legislative compliance</b>	<p>The <a href="#">Collections Act 1966 (Qld)</a> requires that all fundraising activities must be sanctioned by the <a href="#">Office of Fair Trading</a> (OFT).</p> <p>P&amp;C Associations are automatically deemed to have been sanctioned (Section 13A).</p> <p>Participating in events organised by external charities (e.g. White Ribbon Foundation, the 40 Hour Famine) uses the charity's sanction.</p> <p>Fundraising that involves gaming must comply with the <a href="#">Charitable and Non-Profit Gaming Act 1999 (Qld)</a>.</p>
<b>Service delivery</b>	<p>Fundraising must not unreasonably disrupt service delivery. Time taken by staff and/or students for fundraising activities must not take precedence over departmental services.</p>
<b>Accountability</b>	<p>Fundraising must have a purpose, for example, a school building fund, to support the school's music program, or to subsidise the senior formal. Raising funds for no particular reason is not acceptable and could result in either an internal or criminal investigation.</p>
<b>Public perception</b>	<p>The department must not be perceived to promote or endorse products or services. All sponsorship must be closely considered to ensure that there is no conflict of interest between the suppliers of the sponsorship/ advertising and the employees, school and/or department.</p> <p>Refer to the department's <a href="#">Sponsorship</a> and <a href="#">Advertising</a> procedures for guidance about sponsorship and advertising.</p>

## Requirements

### P&C Associations:

- Because of their Office of Fair Trading sanction, P&Cs conduct fundraising on behalf of schools.
- Section 11(1)(a) of the [Collections Act 1966 \(Qld\)](#), however, allows P&C Associations to nominate in writing an individual, such as the school principal, as the promoter of a particular fundraising activity.
- To ensure that fundraising activities are planned and scheduled appropriately, in conjunction with the school each year, the P&C Association must develop:
  - a calendar that includes all planned school fundraising activities and how funds raised will be used.
- The Act requires the following records to be maintained for each fundraising activity:
  - its purpose
  - the full name and address of the promoter and the promoter's authority for acting as promoter
  - all income and expenditure, and funds raised by the activity, and how those funds are used.

- Fundraising that involves gaming must comply with the [Charitable and Non-Profit Gaming Act 1999 \(Qld\)](#).
- The [P&C Accounting Manual](#) provides relevant process requirements for, for example, receipting, account keeping and record retention.
- Funds raised are transferred to the school in the form of a [donation](#).

### School Councils:

- The [Collections Act 1966 \(Qld\)](#) does not automatically provide a sanction to school councils – only P&C Associations. A school council will need to obtain a sanction from OFT if it wishes to conduct fundraising.

### Principals:

- Help the P&C to develop a fundraising calendar each year.
- Must seek a sanction (permit) from OFT if fundraising for the school, unless the P&C has nominated the principal as the promoter for a particular fundraising activity.
- If acting on behalf of the P&C Association, the principal must specify the name of the P&C and the fact that the P&C is registered under the [Collections Act 1966 \(Qld\)](#).
- Should seek advice from OFT if concerned that students' fundraising does not comply with legislation.
- Must ensure that fundraising that involves gaming complies with the [Charitable and Non-Profit Gaming Act 1999 \(Qld\)](#).
- Must ensure that fundraising does not unreasonably disrupt service delivery.

### Students and departmental staff engaged in fundraising:

- May raise funds on behalf of external registered charities.
- Must seek a sanction (permit) from OFT if fundraising on behalf of an organisation (including the school) not registered with OFT.

## Definitions

Term	Definition
<b>Fundraising</b>	The process of gathering voluntary contributions of money or other resources by requesting donations from individuals, businesses, charitable foundations, or governmental agencies.
<b>Product endorsement</b>	Activities that could create a public perception that a school, other departmental unit or staff member is promoting or recommending an external organisation. For example, endorsement includes schools sending a letter to parents recommending or promoting a company's products or services. Contact <a href="#">Strategic Communication and Engagement</a> for further advice.
<b>Promoter</b>	Promoter, in relation to an appeal for support for any purpose, means the person or persons making the appeal.

Term	Definition
Sanction	A permit to fundraise issued by the Office of Fair Trading.

## Legislation

- [Charitable and Non-Profit Gaming Act 1999 \(Qld\)](#) (where fundraising through gaming activities, such as raffles and bingo)
- [Collections Act 1966 \(Qld\)](#) (Part 3)

## Delegations/Authorisations

- Nil

## Policies and procedures in this group

- [Donations and bequests procedure](#)

## Supporting information for this policy

- Nil

## Other resources

- [The Office of Fair Trading](#)
- [Revenue policy](#)
- [Advertising procedure](#)
- [Receipt of gifts and benefits by employees of the department procedure](#)
- [Requests for voluntary financial contributions procedure](#)
- [Sponsorship procedure](#)
- [Managing conflicts of interest](#) (DoE employees only)
- [OneSchool Finance accounts receivable](#) (DoE employees only)
- [Receipting](#) (DoE employees only)
- [Securing and Managing Physical Cash](#) (DoE employees only)
- [Deductible Gift Recipient Funds](#) (DoE employees only)
- [P&C Accounting Manual](#)
- [Taxation](#) (DoE employees only)

## Contact

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17/10/2021

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

1.0 Fundraising policy

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