

Fundraising Guidelines

Decision-making processes

- The decision to hold a fundraising event must be passed or ratified by a properly convened P&C General Meeting.
- A Sub-committee may be formed of 3 or more people.
- A job description may be written for the Sub-committee convenor.
- Terms of Reference for Sub-committees should be written to clarify the level of authority delegated to the Sub-committee by the General Meeting (log on to our website at www.wacssso.wa.edu.au for Terms of Reference and information about setting up sub-committees).
- Setting a clear goal for the use of funds is more motivating for participants than just raising funds and deciding what to do with them later. All participants and supporters of the event should be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.

Approvals, regulations etc.

- See the Department of Racing, Gaming and Liquor www.rgl.wa.gov.au for regulations involving the use of lotteries/raffles, bingo, two-up, gaming etc or events at which liquor is served.

Insurance

- For P&Cs affiliated with WACSSO, contact CentreWest Insurance on 9349 7900 or joe@centrewest.com.au for information about Personal Volunteer Accident Insurance and Public Liability Insurance.

Money handling procedures

- Two people to count and sign-off on money raised and where possible, provide receipts.
- Keep detailed amounts of floats given to stallholders.
- Badge of identification for handlers and collectors of money.

How to organise an event

Consider the following:

- Theme
- Location
- Date
- Insurance
- Publicity (consider advertising your event in the WACSSO publications at no cost)
- Security
- Booking equipment/supplies/rides
- For more detailed information go to www.fetesandfestivals.com.au and click on 'How to organize an event.'

See also www.commerce.wa.gov.au for 'Voluntary Code of Practice for Public Fundraising'

Fundraising Ideas

- Sausage Sizzle
- Lap-a-thon
- Disco/talent quest
- Mother's/Father's Day breakfast/stall
- Car boot sale
- Quiz/Casino night
- Plants/flower bulbs
- For more modern and healthy alternatives to the old lamington or chocolate drive:
www.det.wa.edu.au/healthyfoodanddrink click on 'Fact Sheets' and select 'Fundraising by Parents & Citizens' Organisations'
- www.fetesandfestivals.com.au
- www.fundraisingdirectory.com.au
- Cookie Dough
- Herbs and Spices
- Beauty Products
- Light Bulbs
- Candles
- Spell-a-thon
- Markets/Fetes
- Open Night
- School items (pens, pencils, bags, hats etc)
- Calendars
- Arts & Craft Event
- Bush Dance/incorporate a sausage sizzle
- Fridge magnets
- Commemorative History/Cook Book
- ATO approved sub-committees for direct donations tax-deductable(building, library etc)
- Seek grants for specific improvements
- Ask for annual local business support (small but consistent) tax deductible