



FUNDRAISING POLICY

STATEMENT OF COMMITMENT

Cobram Secondary College believes every student deserves a safe and positive learning experience where they are engaged and supported to reach their full potential.

The College adheres to the principles of Australian democracy and takes into account the diversity of all children and makes reasonable efforts to accommodate them. This includes (but is not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children who identify as lesbian, gay, bisexual, transgender, intersex and questioning (LGBTIQ) individuals, and children who are vulnerable.

The College is committed to creating a child safe environment protecting children from all forms of abuse and neglect.

College Council and the Principal Class team recognise they have a responsibility to provide and maintain a process whereby any 'raffles' or other means of raising money conducted on behalf of the College provides direct assistance to student activity.

OBJECTIVES

School management is committed to ensuring all financial and planning elements comply with required procedures and all risks have been identified and addressed.

Fundraising is conducted to benefit students by purchase of additional equipment for student use, reduction of costs associated with major excursions and any other approved activity.

A coordinated schedule will ensure the opportunity for each project to gain maximise return. Priority planning will be undertaken.

IMPLEMENTATION

1. College Council, on an annual basis at the AGM, will confirm that a current 'declaration number' for conducting raffles exists.
2. College Council via sub-committee structure will ensure all guidelines per the Commission of Gaming and Regulation are met before approving an application.
3. The process for approval requires application
 - i. to the CLCC for raffle prizes of \$500 or less or for other internal fundraising initiative.
 - ii. to the School Council for raffle prizes of more than \$500 or for other external fundraising initiative.

RAFFLES

4. Sale of tickets will occur on school grounds, at the venue of an approved school activity or in the confines of a student's family home. Any sale in public areas would require approval from the relevant governing body ie Moira Shire Council for sale in the CBD.

REVIEW PERIOD

This policy was last updated in 2019 and is scheduled for review in 2023.

Kimberley Tempest
Principal

Warwick Higgins
College Council President

Raffle Guidelines

Prize Pool	\$500 or less	\$5,000 or less	Over \$5,000
Is a Permit Required?	No	No	Yes
Is the number of tickets available for sale limited?	No	Yes, must be not less than twice and not more than six times the total value of the prizes	Yes, must not exceed the number authorised by the permit
Are we required to have printed tickets?	No	See below	See below
Do we need to collect ticket purchaser's details?	No	Yes, ticket sellers should obtain enough information to be able to identify the winners	Yes, ticket sellers should obtain enough information to be able to identify the winners
How long can we sell tickets for?	One day	No longer than 3 months	For the period authorised on the permit. A permit will not be issued for a period exceeding 12 months
When does the draw have to occur?	On the same day as the ticket sales, or within an 8 hour period	On the date printed on the tickets, which must not be more than 14 days after the date of the proposed last ticket sales	On the day authorised by the permit
What method must we use to draw the raffle?	The method of draw must allow each ticket a random and equal chance of winning	The method of draw must allow each ticket a random and equal chance of winning	The method of draw must allow each ticket a random and equal chance of winning
We cannot locate the winner, what should we do?	If a winner does not come forward within a reasonable amount of time following the announcement of the winning number a redraw must occur	Contact the Minor Gaming Unit	Contact the Minor Gaming Unit

Do we need to have tickets printed?

Raffles conducted in accordance with columns 3 and 4 of the table at Q3 must have printed tickets. Information that must be printed on each raffle ticket includes:

- the name of the declared community or charitable organisation to benefit from the raffle
- the permit number, where a minor gaming permit is required and has been issued
- the ticket price and the maximum number of tickets authorised by a permit
- a description of each prize and its value
- when and where the raffle will be drawn, and the method of publication or notification of the results