



FRENCHS FOREST PUBLIC SCHOOL PARENTS & CITIZENS' ASSOCIATION

ANN STREET, FRENCHS FOREST NSW 2086
T 02 9451 6353 F 02 9975 3082 E ffpspandc@gmail.com
ABN 70 484 184 811

Adopted at the meeting of Frenchs Forest P&C, 18 June 2018

Frenchs Forest Public School P&C Gifts and Donations - Policy

POLICY SCOPE

Frenchs Forest Public School P&C (P&C) is committed to supporting Frenchs Forest Public School (FFPS) through its fundraising activities and has developed this Gifts and Donations Policy to ensure transparency and fairness in its dealings with the community.

Frenchs Forest Public School P&C recognises that the government has responsibility for funding our state system of school education. At the same time, the P&C recognises that many valuable educational initiatives will not be funded from government monies.

Therefore, the P&C and the school community need to raise additional funds to maintain and improve the school's educational programs.

The school already benefits from the generosity of the school community including our local businesses and organisations: through raising funds, making donations and providing resources and services to the school. These activities have been important in bringing the school and the wider community together.

The P&C recognises the desirability of attracting support from organisations and individuals in order to fund particular school functions, equipment and activities.

Definition - Gifts and donations:

The P&C acknowledges that gifts and donations are philanthropic in nature (ie. Intended to support those in need). Gifts or donations to schools are generally *not* considered to be commercial arrangements. This is the case because gifts and donations require nothing in return— there is no exchange of value.

The P&C may accept financial and non-financial contributions as gifts and donations, such as in-kind support ("in-kind support" means the provision of goods or services other than financial contributions).

POLICY INTENTION

Guidelines - Gifts and donations:

Frenchs Forest Public School P&C will determine gifts and donations arrangements on a case-by-case basis.

The P&C will *not* engage in gifts and donations that:

- Place undue pressure on students, parents or school to purchase particular products or services, or to accept particular beliefs, attitudes or courses of action.
- Compromise the school's policies, programs or strategies through acceptance of resources.



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- Link the school with commercial enterprises in a way that would compromise the image of a public institution.
- Change the name of the school, or school event to incorporate the name of a sponsor.
- Include the name of a commercial enterprise on school stationery or the sign indicating the name of the school.
- Endorse donors' services or products. **This includes declining requests to the FFPS P&C Facebook page to 'like' and 'follow' donors' social media accounts.*
- Require disclosure of names or addresses held by the school to an external organisation as a benefit of sponsorship, unless the individual's consent is sought.
- Involve political parties, tobacco companies, gaming venues, companies involved in the sale/promotion of alcohol, and organisations involved in offensive or inappropriate activity.
- Engage in an activity aimed at delivering or replacing core Department or school services.
- Require the Department to directly endorse or promote its products and/or services

It is the right of the P&C to decline offers of gifts and donations if any of the guidelines are breached or if the interests of the school or children are compromised.

PROCESS FOR REQUESTING/OBTAINING DONATIONS

Documenting gifts and donations:

All gifts and donations should be minuted at a P&C meeting and recorded in the financial statements.

Acknowledgement of gifts and donations:

Frenchs Forest Public School P&C is eager to publicly acknowledge our appreciation of organisations or individuals who make substantial contributions to the school.

This acknowledgment could take one or more of the following forms:

- Acknowledgement and thanks in the Forest Focus.
- Acknowledgement and thanks on the school's social media channels.
- A letter of thanks and certificate to the organisation or individual.
- Minuting at a P&C meeting.

EXCEPTION CASES AND REVIEW

In the event that this policy is not believed to adequately cater for a certain situation, exceptions to this policy can be sought. The Principal will liaise with the P&C Executive to seek approval or raise at an ordinary general P&C meeting.