

Policy: P&C Funding for School Supported Events

Policy Statement:

The purpose of this policy is to outline the guidelines and procedures for the Parent and Community (P&C) organization to provide funding for school supported events, including sports or academic events. A designated percentage of 2.5% will be set aside from the P&C's yearly fundraising pool. This allocation will be evenly distributed over each school term and further divided into monthly amounts. Any remaining funds at the end of the year may be carried forward to the next year's pool or allocated to another nominated event. A nominated amount will be issued to each student who meets the specified criteria.

Funding Allocation:

- 1.1. The P&C will allocate 2.5% of its annual fundraising pool and any other event specific fundraising i.e., out of uniform days to support school supported events, including sports or academic events.
- 1.2. The allocated funds will be evenly distributed over each school term and further divided into monthly amounts to ensure consistent availability throughout the year.
- 1.3. Any unspent funds at the end of the year may be carried forward to the next year's pool or allocated to another nominated event as determined by the P&C.

Criteria for Funding:

- 2.1. Eligibility for funding will be determined based on the following criteria:
 - a. The event must be at a state level.
 - b. The student must be enrolled in the school during the event.
 - c. The event must be school-run or promoted.
 - d. The student must meet any additional criteria specified by the P&C.

Funding Frequency and Amount:

- 3.1. Each eligible student can receive funding for school-supported events a maximum of twice during each school year.
- 3.2. The nominated amount for each student will be determined based on the available monthly funds allocated for the respective term. Capped at \$50 per student.
- 3.3. In the case of team events, a capped amount will be issued to the team as a whole. The team is encouraged to engage in additional fundraising activities to supplement the provided funding, at their discretion. Capped at \$200 per team

Funding Application and Approval Process:

- 4.1. Students interested in receiving funding for a school supported event must submit an application to the designated authority within the school.
- 4.2. The application should include relevant details such as the event name, purpose, estimated costs, and any required supporting documentation.
- 4.3. The school administration, in consultation with the P&C, will review and evaluate each application based on the established criteria.
- 4.4. Funding decisions will be made in a fair, transparent, and non-discriminatory manner.
- 4.5. Successful applicants will be notified of their funding allocation, and arrangements will be made for the disbursement of funds.

Fund Disbursement:

- 5.1. The funds will be disbursed directly to the eligible students or through appropriate channels established by the school, ensuring financial accountability and transparency.
- 5.2. In the case of team events, the capped amount will be issued to the team as a whole, and it will be the responsibility of the team to manage and allocate the funds within their discretion.

Monitoring and Reporting:

- 6.1. The P&C and the school administration will maintain records of funded events, allocated amounts, and student recipients.
- 6.2. The team participating in a funded event is encouraged to provide a summary of their fundraising activities and outcomes as part of the reporting process.

Policy Review:

- 7.1. This policy will be reviewed periodically, at least once every two years, to ensure its effectiveness and relevance.
- 7.2. Any necessary amendments or updates to the policy will be proposed and approved by the P&C in consultation with its members.

This policy will come into effect upon approval by the P&C and will be communicated to all relevant stakeholders, including students, parents, and school staff.