



<b>POLICY:</b>	<b>FUNDRAISING and SPONSORSHIP</b>
<b>8.04</b>	

**1. Policy Objective:**

To encourage the local community to undertake the important activity of fundraising for their Service.

**2. Explanation:**

Fundraising activities are an important function within the life of a community service and serve the specific purpose of raising money that directly contributes to that service's resources and equipment. Fundraising is defined as a parent or Service lead activity. The sale of items such as hats and t-shirts does not fall within this definition.

**3. Implementation:**

- 3.1 Where there is interest in forming a fundraising group, this may be established as a sub-committee of the Advisory Group (AG) or part of the Management Committee (local services). The fundraising group will report directly to the AG members or the Management Committee in relation to planned activities and work, in collaboration with the Service Leader.
- 3.2 In the absence of a sub-committee, individuals on the AG may plan and implement the fund raising activities of the service with the assistance of other AG/Management Committee members and report to all members at the next meeting.
- 3.3 The following guidelines provide the framework for the procedures and practices for fund raising:
  - 3.3.1 Fundraising ideas will be brainstormed by the group and decisions made by the majority, in the year prior.
  - 3.3.2 Participation in fundraising activities by families is encouraged but is not compulsory.
  - 3.3.3 When planning activities, the fundraising group will recognise that parents are busy people who may not have the time to participate or the financial resources to make a purchase.
  - 3.3.4 Where a Service is co-located with a School/College, consideration will be given to ensure that there are no conflicting events or activities.
  - 3.3.5 All fundraising activities that are to be held at the Service require the approval of the Service Leader and the AG or Management Committee. It should then be forwarded to your Children's Services' Manager for final approval.
  - 3.3.6 Fundraising activities should not intrude into the smooth running of the Service and should require minimum input from the staff (unless they volunteer to support a particular fundraiser).
  - 3.3.7 Cash is to be avoided where possible. Direct Debit/Deposit is encouraged.
  - 3.3.8 Fundraising activities will be promoted in the Service's newsletter and where possible with the School/College, Congregation and wider community.
  - 3.3.9 Fundraising activities will not involve pyramid selling.
  - 3.3.10 When planning fundraising activities, regard will be given to the following matters:
    - the Christian values of the service
    - legalities and legislative impact (permits and licences, e.g. the serving of alcohol)
    - work, health & safety matters, including any required insurances
    - how children will be encouraged to participate
    - the values of the activity proposed
    - the financial viability of the activity
    - the responsibilities of the convenor of the particular activity
  - 3.3.11 The Service Leader and QLECS Manager will decide how to spend fundraising money in consultation with the AG or Management Committee. Items chosen must be educationally appropriate, compliant with Australian Standards and support the program of the service.

- 3.3.12 Decisions to purchase should be recorded in the notes of the meetings and parents informed of new purchases. Photos of the equipment help to show the purchases made.
- 3.3.13 Fundraising monies are to be spent in the year they are raised.
- 3.3.14 Fundraising amounts will be reported in the monthly financial reports (Central services)

#### 3.4 Sponsorship Guidelines:

Services which are undertaking building, renovation or upgrading projects may require additional funds.

3.4.1 The following guidelines provide the framework for the procedures and practices for sponsorship of the Service:

Funds may be sought in the following way:

3.4.1.1 Application for Grants (including the Gambling Community Benefit Fund);

3.4.1.2 Application to local businesses, corporations, organisations and individuals for donations of money or goods for the project; and

3.4.1.3 Application to local businesses, corporations, organisations and individuals for LLL matching deposits for a loan.

3.4.2 Any public appeal must be approved by the Children's Services Manager prior to the appeal being launched.

3.4.3 All acknowledgements of donations and grants must be legally, ethically and morally in line with the Constitution, Objects and By-laws of QLECS. Consideration is to be given to social justice issues, support of the environment and public health issues.

3.4.4 Donations may be acknowledged in the following ways:

- Noted in the Parent Handbook (e.g. for the Gambling Community Benefit Fund grants from the State Government);
- Certificates of Appreciation;
- A 'Wall of Fame' - plaques acknowledging larger contributions (over \$500)
- Listing in Parent Newsletters;
- Within speeches, official openings, etc; and
- Other ways as approved by the Children's Services Manager.

***QLECS and its employees retain the right to refuse sponsorship that it deems contrary to the above points.***

#### **Evaluation:**

This policy will be reviewed and updated (if needed), at least every two years, by the Early Childhood Team, following input from all stakeholders.

#### **Associated Documents:**

All associated documents can be found in the Accounts section of the QLECS Forms and Documents.

#### **Related Policies:**

7.02 Financial Management

#### **References:**

##### **Legislation:**

Education and Care Services National Law 2011: Section 169 Standard: 4.2.1

Education and Care Services National Regulations 2011: Regulation 168 (2) (i)

Work, Health and Safety Act 2011

Fair Work Act 2010

##### **Websites:**

<http://www.ato.gov.au/nonprofit/content.asp?doc=/content/56555.htm>

[www.fia.org.au/](http://www.fia.org.au/)