

Fundraising Group Policy and Procedure

Quality Area 6 Collaborative partnerships with families and communities

National Quality Standard 7 - Leadership and Service Management

ECS National Regulations 6.1.2,

**INTRODUCTION**

Muswellbrook Preschool Kindergarten acknowledges that fundraising is an integral part of the operation of a community based preschool. Without fundraising much of the equipment and resources we are able to provide for our children attending would be unavailable. We also recognise that the opportunity for our families to become involved in a fundraising group creates a common bond between involved parents and helps them to feel they belong in the Preschool.

**Muswellbrook Pre School Kindergarten will implement the following:**

**Procedure**

* At the Annual General Meeting each year nominations are called for seven board members who make up the Pre School committee.
* From these seven members, one is elected to be the fundraising co coordinator
* The coordinator will be responsible for the “Fundraising Coordinator” duties listed below
* The fundraising group will be made up of interested people separate to the committee
* Any fundraising promotions sent to the Preschool will be forwarded to the fundraising coordinator for their consideration
* Fundraising meetings will take place at a time and location convenient to those involved
* Consideration must be given to the timing and number of fundraising events so as not to cause financial disadvantage to families
* Fundraising activities must not be undertaken if they are detrimental to the good name or community standing of Muswellbrook Preschool Kindergarten
* Notes and advertisements for fundraising events will be created by the fundraising group with the assistance of administration staff. Photocopies and prints can be done at the Pre School
* All advertising and communications regarding any fundraising activities must be discussed with the Director prior to its commencement and be approved by the Management Committee
* Any out of pocket expenses incurred by the coordinator or fundraising group must be presented to the office for reimbursement with receipts
* All events organised must be supervised/managed by a minimum of 2 representatives from the management/fundraising committee
* Any deliveries to Pre School must be received and sorted by the fundraising group

**Fundraising Coordinator Duties**

* To sit on the Management Committee and be part of the decision making for all fundraising events
* To coordinate the fundraising activities with other members of the management committee
* Will ensure all monies raised at each event are counted and receipted in the presence of at least one other management/fundraising committee member and handed to the Pre School office as soon as practical. (see “financial organisation” below).
* Will keep the fundraising folder in their care for the period of time as coordinator
* Will take a fundraising proposal to a committee meeting for prior approval of the event. The proposal must have considered all relevant information and have Directors approval prior to the committee meeting
* Will ensure Pre School staff are informed of upcoming events if they are required to attend to help/support at the event
* Will liaise with the Pre School committee and present a fundraising report at each meeting
* Will organise fundraising meetings at a location and time suitable to those interested in helping
* Will maintain a list of all names and contact details of the Fundraising group and all other volunteers

**Financial organisation**

* Any expenses relating to fundraising should be disclosed to the Director and the event approved before any purchases are made
* All fundraising events will be advertised with a “we are fundraising for... ... ...” stated.
* All monies raised via fundraising activities will be used for the stated purpose of the appeal and will comply with the preschool’s philosophy and purpose
* Cheques will be written by administration staff and signed by the appropriate signatories
* Cash will be collected by Administration staff and kept safely for the fundraising committee
* Two committee/fundraising members must call into the Preschool to count all monies and record in the deposit book
* Banking will be done by administration staff on the next trip to the bank, however, on occasions the fundraising/management committee may be asked to bank.
* At the end of each event a review of the entire organisation and running of the event is done for reflection and future event planning.
* At the end of the year all fundraising documentation must be returned to Administration staff for inclusion in the annual audit

Reviewed August 2017

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| **Signed By** | **Name** | **Signature** | **Date** |
| **Committee** |  |  |  |
| **Nominated Supervisor** |  |  |  |

Due for review August 2019