

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



## Warradale Community Childcare Centre Fundraising Policy

### Introduction

Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community involvement.

WCCC recognise the importance of fundraising in its social value and the extra resources that fundraising can provide outside the yearly budget.

The aim of fundraising is primarily to support/enhance the resources for children's play at the centre.

WCCC undertakes fundraising events and activities throughout the year. Limited to, one per term/ quarterly so as not to place financial burden on families.

Profits go towards improving the experience of children.

### Rationale

This is a term of reference for the fundraising subcommittee.

WCCC conducts fundraising activities to:

- outline the agreement on where funds are allocated.
- improve the learning environment and support the centre's programs and goals.
- enhance stakeholders' sense of ownership of the centre.
- allow past, present, and future members of the community to express their appreciation of,
- and commitment to, the WCCC community in a practical way.

This document applies to all personnel: staff, families, committee members, volunteers. We are intent upon ensuring that fundraising is principled, efficient, and effective.

### Scope

This policy applies to all fundraising activities conducted on behalf of WCCC.

For the purposes of this policy, 'fundraising' includes activities that encourage the giving of money or other resources to the centre other than membership fees, which are set annually by the WCCC.

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## Policy principles

- Fundraising should always be for a specific purpose that is clear and understandable to those who are being asked to make a donation or contribution.
- Money raised will be divided between the two Centres equally unless a specific project is required and agreed upon by the management committee.
- The Directors of the Centres will prioritise what the fundraising money is to be spent on after consultation with staff.
- Staff will be invited to participate but are not obliged.
- Fundraising money raised in a financial year will be spent prior to the end of that financial year.
- The centre recognises that it has responsibility for all monies collected in its name, and therefore, must be able to produce documentation suitable for audit. To meet financial auditing requirements:
  - Any proposal to raise funds on behalf of the WCCC is to be recorded by the fundraising or WCCC committees.
  - The fundraising committee proposing to conduct a fundraising event should outline the project beforehand to the WCCC Directors/ management committee, so that a process of accountability, including money collection and receipting, can be agreed on. As soon as possible following the fundraising event, the amount raised is to be minuted and brought formally to the attention of WCCC management committee.
  - All income and expenses associated with fundraising must be accompanied by the documentation agreed beforehand with the WCCC management committee.
  - The timing and location of fundraising activities should be managed to ensure that one project does not detract from another or the WCCC activities.

## Fundraising Sub-Committee

Membership of the Fundraising Committee is comprised of members or nominated by committee and may include:

- members of groups actively involved in centre-related fundraising.
- members of the general community.

Sub-Committee will meet as necessary and will provide a brief report back to management committee.

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## Legal Requirements

Specific laws govern fundraising, including those administered by the ATO and individual States/Territories. WCCC will comply with all applicable laws including those in South Australia in which fundraising is conducted.

## Fundraising Principles

WCCC is committed to conducting its fundraising activities to the highest ethical standards.

Policies of the centre must be kept in mind when organising events.

Total funds raised at each fundraising event or activity will be allocated to each centre 50/50 basis.

WCCC is committed to sharing with the community the outcomes and how the fundraising has had a positive impact on children in the centre, e.g., communicating through social media or

## Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	1/10/2016	Policy developed	Trish Cook	1/10/2017
1.1	15/5/2023	Acknowledgement on top and standards and regulations. Minor adjustments made with further suggestions on how to embed sustainability into everyday practice	Michelle and Pamela	15/5/2024
1.2	Sept 2024	No changes	Lori Hay	Sept 2025