



# POLICY AND PROCEDURE

Document Name:	Fundraising
Review Dates:	
Review Cycle:	3 years
Approved By:	Director
Approval Date	17.04.2025

## FUNDRAISING AND DONATIONS

### 1. POLICY STATEMENT AND/OR PURPOSE

The purpose of this policy is to provide guidelines for fundraising activities within Catholic Early Learning Centres that align with Catholic social teachings and prioritize support for Catholic organizations.

**Approval Process:** All fundraising activities must be approved by the CELC Director or designated authority to ensure alignment with this policy and the centre's mission.

**Training and Awareness:** Staff and volunteers involved in fundraising activities will receive training on this policy and the principles of Catholic social teachings.

**Monitoring and Evaluation:** The CELC Director will monitor fundraising activities to ensure compliance with this policy and evaluate their effectiveness in achieving the intended goals.

**Feedback and Improvement:** Feedback from the CELC community will be sought regularly to improve fundraising practices and ensure they continue to align with Catholic social teachings.

CELC services are encouraged to support the efforts of Centacare and the Diocese of Cairns in community-based activities, which involve the donation of goods.

### 2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

### 3. RESPONSIBILITIES

Fundraising activities at CELC Services will be guided by the following principles derived from Catholic social teachings:

- **Human Dignity:** Every person is made in the image of God and deserves respect and care. Fundraising activities should uphold the dignity of all individuals involved.
- **Common Good:** Fundraising efforts should contribute to the well-being of the entire community, ensuring that the benefits are shared equitably.
- **Solidarity:** Fundraising should foster a sense of unity and support within the community, promoting mutual assistance and cooperation.
- **Preferential Option for the Poor:** Priority should be given to fundraising activities that support those who are most in need, reflecting the Church's commitment to social justice.
- **Subsidiarity:** Decisions regarding fundraising should be made at the most local level possible, involving those directly affected by the activities.

Fundraising activities should be limited in their scope and have the capacity to reinforce and develop children's understanding of the principles outlined above.

Fundraising for the improvement of Centre facilities is not required or permitted.

#### 4. PROCEDURE

1. Fundraising activities should primarily support Catholic organisations (for example, Caritas) that align with the mission and values of CELC.
2. Donations of goods to support the efforts of Centacare and the Diocese of Cairns in community-based activities should be coordinated with the respective program managers.
3. Exceptions may be made for other charitable organizations that uphold similar values and principles.
4. Fundraising should support the Centre's Program and be referenced in their QIP.
5. Clear and timely communication must be provided to families before any Fundraising venture or donation drive commences.
6. Centre Directors must seek approval from their Operations Manager in the first instance. If necessary, the Operations Manager will consult with the CELC Director.
7. All fundraising activities must be conducted ethically and transparently, ensuring honesty and integrity in all interactions.
8. The acceptance or handling of cash is not permitted. Any approved fundraising activity must provide a QR code or other electronic link for funds to be deposited.
9. It is entirely optional for families to participate in any fundraising ventures or donation drives.

#### 5. RELATED DOCUMENTS

Fundraising approval form.

#### 6. BREACHING THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

#### 7. APPROVAL



Alison Forster  
Director  
Catholic Early Learning and Care  
Date: 17/04/2025

# Fundraising Project Approval Form



**Centre Name:**

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**Centre Director:**

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**Date:**

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**Project Title:**

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**Description of Fundraising or Donation Activity:**

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**Beneficiary Organisation/Program:**

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**Alignment with CELC Mission and Values:**

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**Exception Justification (if applicable):**

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**Integration with Centre's Program and QIP:**

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**Impact on Centre's Program:**

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**Communication Plan to Families:**

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**Ethical and Transparent Conduct Plan:**

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**Link or QR Code for depositing funds (paste here):**

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**Approval:**

**Centre Director:**

(Signature)

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(Signature)

**Operations Manager:**

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Please ensure all sections are completed and signed before submitting for approval. This form helps maintain the integrity and alignment of fundraising activities with the mission and values of CELC, ensuring ethical and transparent practices throughout the process.