

Name of Policy	Ethical Fundraising Policy
Scope	This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, parents/guardians, Parent and Friends Group (non-incorporated) and Incorporated Association Parent Committee members of Eureka Community Kindergarten Association Inc. (ECKA)
Authorisation	Authorised by the full board at the meeting held on 24 th of January 2017
Review	This policy and procedure will be reviewed annually
Position responsible for review	EO (or other employees as nominated by the EO)
Useful website links	Institute of Community Directors communitydirectors.com.au

INTRODUCTION

The Board of Eureka Community Kindergarten Association Inc. (ECKA) is committed to ensuring that fundraising activities are carried out in an ethical manner.

PURPOSE

The purpose of this document is to identify Eureka Community Kindergarten Association Inc.'s (ECKA) and early childhood services managed by ECKA, position on fundraising practice and to document the standards expected in raising funds from the community.

POLICY

Eureka Community Kindergarten Association Inc.'s (ECKA) and early childhood services managed by ECKA guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves.

In doing so, the organisation will adhere to the following standards:

- Fundraising activities carried out by Eureka Community Kindergarten Association Inc. (ECKA) and early childhood services managed by ECKA will comply with all relevant laws.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- All personal information collected by Eureka Community Kindergarten Association Inc. (ECKA) or early childhood education services managed by ECKA is confidential and is not for sale or to be given away or disclosed to any third party without consent.

- Nobody directly or indirectly employed by or volunteering for Eureka Community Kindergarten Association Inc. (ECKA) or early childhood services managed by ECKA shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by telephone or door-to-door.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Eureka Community Kindergarten Association Inc. (ECKA) or early childhood services managed by ECKA.
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical. Companies and organisations specifically excluded from making financial contributions to Eureka Community Kindergarten Association Inc. (ECKA) or early childhood services managed by ECKA include: pharmaceutical, gambling, tobacco, alcohol & adult entertainment companies.

DEFINITIONS

Incorporated Association: is, a legal entity that stays the same even if its members change. It can enter into contracts in its own name; for example, to borrow money or buy equipment. This protects the individual members of the association from legal liabilities. Each Incorporated Early Childhood Education Service managed by ECKA is legally bound by an *Early Years Management Memorandum of Understanding* with ECKA.

Non incorporated Early Childhood Education Services (ECEC's): those services that are not incorporated fall under the legal protection and incorporation of ECKA. Non incorporated ECEC's must consult and gain consent from ECKA prior to any decisions relating to the early childhood service being made.

Ethical Fundraising Procedures

RESPONSIBILITIES

All Board members, staff, volunteers, parents/guardians, Parent and Friends Group and Parent Committee members of Eureka Community Kindergarten Association Inc. (ECKA) or early childhood services managed by ECKA are responsible for adhering to this policy.

PROCEDURES

The CEO will oversee the major fundraising tasks and will report regularly to the Board, including tabling of meeting minutes at Board meetings.

All fundraising activities must have the prior approval of the CEO.

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to Eureka Community Kindergarten Association Inc. (ECKA) or early childhood services managed by ECKA. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

RELATED DOCUMENTS

- [Code of Ethics](#)

Next review date: December 2017