

Damascus College Fundraising Procedures

October 2014

Introduction

The Damascus College Fundraising Procedures have been developed in line with the College's Fundraising Policy, which outlines the framework for fundraising activities conducted at Damascus College. These procedures are intended to provide Damascus community members (students, parents, staff, alumni and friends of Damascus) with a step-by-step guide that clearly outlines the process to be followed in order for fundraising proposals to be considered and assessed by the relevant people within the College.

As stated in the College's Fundraising Policy "All fundraising activities must be approved by the College's Leadership Team with the ultimate decision being at the discretion of the Principal. Usually priority will be given to fundraising for internal purposes or charitable organisations consistent with the College mission and policies."

Contents

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- Fundraising Proposal Flowchart
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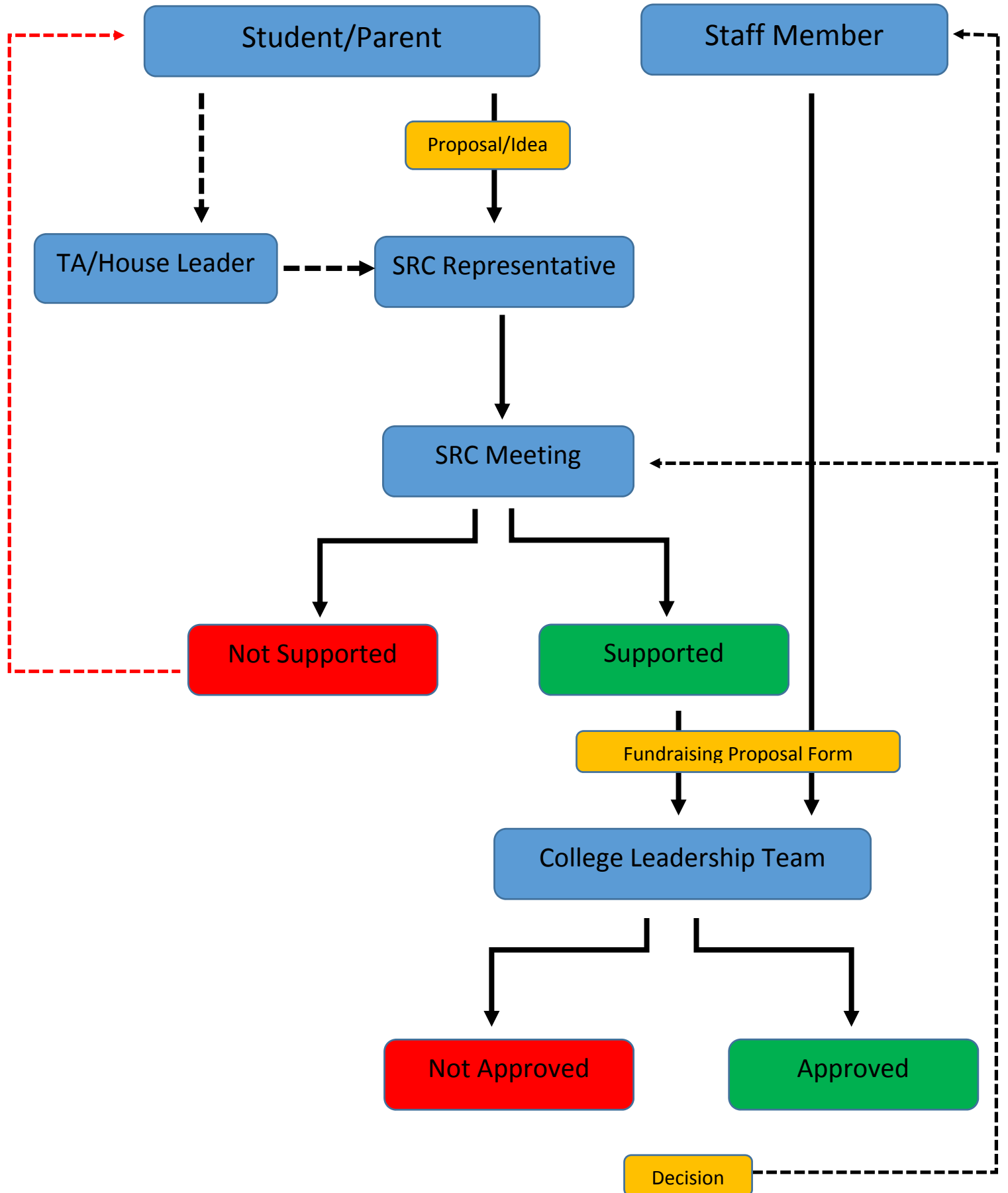
Next Steps

If you would like to conduct a fundraising event at, or with the support of Damascus College, please follow the steps outlined in this document.

If you are unsure of how to proceed, please contact the College on (03) 5337 2222 or email info@damascus.vic.edu.au



Fundraising Proposal Flowchart





Fundraising Proposal Checklist

Please refer to the checklist below before submitting your Fundraising Proposal Form:

- Have you followed the process outlined in the Fundraising Proposal Flowchart?
- Have you confirmed with the group/organisation for which you would like to raise funds, that they are happy for you to undertake this fundraiser?
- Do you have a flyer or website for the group or organisation you're wanting to support?
- Have you checked the College calendar to make sure that your event does not clash with any other events or fundraising activities?
- Is the venue you would like to use available?
- Have you organised a staff supervisor for your event?
- Will you raise enough money to cover the cost of running your event?
- Do you have enough people willing to help you run this event?
- Have you worked out how you will raise awareness of the organisation you are fundraising for?
- Have you reviewed and understood the Damascus College Events Manual? Your staff supervisor can provide you with a copy of this document.



Fundraising Proposal Form

Date:

Name of person or group submitting the proposal:

Name of person initiating the fundraiser:

Name of group/organisation this fundraiser is supporting:
(Please attach a flyer, website link and/or contact details for this group/organisation).

Reason for wanting to support this group/organisation:

Please outline how you intend to raise awareness about this group/organisation as part of your fundraising activities:

What type of fundraising event are you planning to conduct?

Proposed date of fundraising event:

Proposed venue:

Event start time:

Event finish time:

Who will be organising this fundraiser?
Please list names of students, staff members or groups.

Name of staff supervisor/s:
All fundraising events must have at least one staff supervisor who has agreed to take on this responsibility.

Who would you like to participate in this fundraiser?
eg. who will attend this event, who will take part in the activity you are organising. Please include the expected number of participants.

What will it cost to conduct this event?
Please include a breakdown of costs.
eg. cost of hiring equipment, buying food, transport etc.

How will the event set-up costs be funded?
eg. where will the money come from to pay for
equipment hire, food, transport etc.

Please outline what it will cost participants to take part
in this event:

What is your fundraising target?
eg. how much money do you hope to raise, after all
expenses have been paid.

Please outline the resources that will be required to run
this event:
eg. what manpower and equipment will you require.

If this event will involve visitors to the College, please
provide details:

By what date do you require a decision on this proposal?

I/We have read and understood the Damascus College Fundraising Procedures.



Fundraising Proposal Assessment Form

FOR OFFICE USE ONLY

Date:

Name of fundraising proposal:

Name of person or group who submitted the proposal:

Name of person or group undertaking this assessment:

Does the proposed fundraiser fall into one of these categories?

Fundraising for a charitable organisation: Yes No

Fundraising for internal purposes where the College or groups within the College are the beneficiaries: Yes No

Fundraising by individuals to support the initiatives of other (non-charitable) organisations: Yes No

Fundraising by individuals to support personal initiatives: Yes No

If the fundraiser is for a charitable organisation:

Does it raise awareness about the charitable organisation and the nature of its work? Yes No

Is there a clear plan for action with a 'whole school' focus, that can involve all students at the College and the wider College community? Yes No

Is it consistent with the College's Social Justice Policy? Yes No

If the fundraiser is for internal purposes where the College or groups within the College are the beneficiaries, does it:

Support the needs of the College and activities of existing groups? Yes No

Have a clearly defined purpose? Yes No

If the fundraiser is for the support of an organisation (other than a charitable organisation) or for an individual:

Is there a clear plan for action with a 'whole school' focus, that can involve all students at the College and the wider College community? Yes No

Is it consistent with the College's Social Justice Policy? Yes No

Does it have a clearly defined purpose? Yes No

Does the proposed date and time of the fundraiser clash with any other activities taking place at the College? Yes No

Does this proposal have the support of the SRC (relevant to fundraising requests made by students & parents)? Yes No

Has a staff supervisor been nominated for this fundraising event? Yes No

Are there any concerns regarding the funds required to conduct this fundraising event? Yes No

Are there any concerns regarding the resources (manpower & equipment) required to conduct this fundraising event? Yes No

Detail any other comments or concerns regarding this proposal:

Has this fundraising proposal been approved? Yes No Yes, but with amendments

Amendments required to proposal:

Reasons why proposal has not been approved, if applicable:



Post Fundraising Event Checklist

Please refer to the checklist below at the end of your fundraising event:

- Has the event area been cleaned and restored to its original condition?
- Has all equipment and materials been returned?
- Have all funds raised been given to the office to be receipted?
- Have you provided the office with bank account details or cheque details for the organisation you are supporting?
- Have you sent a thank you note to all visitors or volunteers who assisted with your event?
- Have you submitted a report about your event, including the amount of funds raised, to the College newsletter?