

## Bendigo Kangan Institute

# Fundraising Policy

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### 1.0 Purpose

The purpose of this policy is to establish Bendigo Kangan Institute's (BKI) position on fundraising activities, including those conducted by students for academic purposes (study projects) and those organised by staff and students to support charitable causes. The policy outlines the governance measures in place to ensure that all fundraising efforts are conducted ethically, transparently, and in alignment with the BKI's values and legal obligations.

### 2.0 Scope

This policy applies to all fundraising activities at BKI, including:

- Fundraising activities conducted by students as part of their academic study projects (e.g., class-based initiatives, project-based fundraising).
- Fundraising activities conducted by staff or students for student extracurricular and learning activities.
- Fundraising activities organised by staff or students for external charitable causes (e.g., charity events such as Australia's Biggest Morning Tea for the Cancer Council).

The policy applies to all BKI staff, students, and any third parties involved in organising or supporting these activities. The policy does not apply to private fundraising activities organised by staff and students independent of BKI or its academic programs.

### 3.0 Legislative Context

- Competition and Consumer Law Act 2010 (Cth)
- Fundraising Act 1998 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Gambling Regulation Act 2003 (Vic)
- Taxation Administration Act 1997 (Vic)
- Commonwealth Tax Acts
- Victorian Public Sector Commission Guidelines

### 4.0 Policy Statement

BKI is committed to ensuring that fundraising activities undertaken at BKI are conducted ethically and are consistent with community expectations, BKI's goals and values, and legal obligations.

As a public sector entity, BKI should not endorse or support fundraising efforts for its own services or programs.

#### 4.1 General Principles

Approval Authority: Head of Governance, Risk and Compliance

Doc Custodian: Manager, Risk and Integrity

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All fundraising activities at BKI, whether for academic purposes or for charitable causes, must:

- Align with BKI's values of integrity, responsibility, and community support.
- Adhere to all relevant legal, financial, and ethical guidelines.
- Ensure transparency, accountability, and proper use of funds.
- Prioritise the safety and wellbeing of all participants and stakeholders.
- Maintain donor privacy and confidentiality.

#### 4.2 Approval Process for Fundraising Activities

- All fundraising activities must be approved by submitting a Fundraising Proposal Form. The proposal must include the purpose of the fundraising activity, methods for raising funds, financial goals, alignment with academic outcomes or external cause, and alignment with BKI's values.
- For fundraising activities initiated by students, the Department Manager will review and approve the proposal to ensure it aligns with learning outcomes (for student academic fundraising) and complies with BKI policies and the chosen charity's guidelines (for external fundraising). Both Finance and the relevant Executive Director will then approve it. The Fundraising Proposal Form for student-led fundraising must be completed and submitted by a member of teaching staff on behalf of students.
- Fundraising activities by students must be supervised by teaching staff.
- Fundraising activities initiated by staff members must be approved by Finance and the relevant Head of Department.
- Only once the proposal is approved can fundraising activities commence.

#### 4.3 Use of Funds

- Funds raised must be used for the stated purpose in the proposal (e.g., charity donations, academic projects). Any diversion of funds will be subject to disciplinary review.
- Funds should be managed responsibly. Where possible, electronic transactions (e.g., EFTPOS) should be used to minimise risks associated with cash handling.
- A detailed financial report of all income and expenses related to the fundraiser must be submitted to the supervising faculty or department at the conclusion of the activity.
- Funds must be used for appropriate and approved purposes. Inappropriate uses of funds include, for example, teaching staff raising funds for their own teaching area because BKI already receives public funding for this purpose.

#### 4.4 Cash Handling

- EFTPOS or other cashless payment methods must be used to handle donations.
- Cash handling should not occur unless it is impractical to use cashless methods.
- Accurate and detailed records of all transactions, including receipts, must be maintained.

#### 4.5 Supervision and Oversight

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- Teaching staff must provide appropriate supervision and support throughout student fundraising activities. Supervising staff must ensure adherence to the approved fundraising plan and manage any risks associated with the event.
- Staff oversight is also required for non-student academic fundraising to ensure BKI standards are met.
- A risk assessment should be conducted for all on-campus or public fundraising activities, and safety protocols must be in place.
- If the fundraising activity is small in scale, then a formal risk management process is not required.

#### 4.6 Occupational Health and Safety (OHS)

- All fundraising events, especially those involving physical activity, must undergo an OHS risk assessment. Identified risks should be mitigated by implementing appropriate safety measures.
- All fundraising activities should be checked to ensure that they are covered by BKI's public liability insurance or, if necessary, additional event-specific insurance.

#### 4.7 Donor Privacy and Confidentiality

- Personal data collected from donors must be handled in compliance with privacy legislation, ensuring that data is stored securely and used only for the stated purpose of the fundraising activity.
- Donor details should be kept confidential, and individuals should only be acknowledged publicly with their consent.

#### 4.8 Financial Reporting and Transparency

- Accurate records of income and expenditures related to fundraising activities must be maintained. A final report, including a breakdown of the total funds raised and how they were allocated, must be submitted to Finance.
- All fundraising activities must have a corresponding project code which can be requested via Finance prior to the commencement of fundraising activities.
- A review of the fundraising activity should be conducted after completion, assessing the financial outcomes, effectiveness of the activity, and any areas for improvement.

#### 4.9 Legal Compliance

Staff and students undertaking fundraising activities must comply with all applicable laws, including taxation laws, charitable fundraising regulations, and any relevant licensing or permits required for the fundraising activity. Permits must be obtained for public fundraising events where required by local authorities.

#### 4.10 Use of BKI Resources

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Staff and students undertaking fundraising activities may request access to Bendigo Kangan Institute facilities, equipment, or resources to support their fundraising activities, but must follow the appropriate procedures for requesting and booking resources.

#### 4.11 Communication and Promotion

- All promotional materials related to fundraising activities must be developed in consultation with by BKI's Marketing and/or Internal Communications teams.
- Materials must clearly communicate how funds will be used, ensuring transparency with donors and the broader community.
- Promotional content must adhere to the BKI's values and ensure the reputation of BKI is always upheld.

#### 5.0 Roles and Responsibilities

Role	Responsibilities
Teaching Staff	Supervise student-led Fundraising Activities. Complete and submit Fundraising Proposal Form on behalf of students.
Department Manager	Review and approve student-led fundraising proposals to ensure alignment with learning outcomes (if the fundraising forms part of a study project) and compliance with BKI policies and values.
Head of Department	Review and approve staff-led fundraising proposals, provide guidance, and ensure compliance with BKI's policies and values.
Executive Director	Provide the final decision on whether a student-led Fundraising Activity is approved.
Cost Centre Manager	Request project codes and ensure proper financial management.
Students and Staff	Plan, organise, and execute fundraising activities in accordance with the approved proposal, policy, and procedure. Ensure proper cash handling, transparency in financial records, and ethical conduct.
Fundraising Activity Manager	The staff member who manages the Fundraising Activity.

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Marketing and/or Internal Communications	Provide promotional materials and ensure consistency with BKI branding guidelines.
Finance	Provide finance approvals for all Fundraising Activities.  Oversee financial accountability, including proper record-keeping and submission of financial reports.
Health, Safety and Safety	Ensure compliance with BKI's health and safety protocols during fundraising activities.

#### 6.0 Definitions

Word/Term	Definition
Fundraising Activity	Any event, initiative, or campaign organised by staff and students with the intent to raise money for a specific charitable purpose or in relation to academic study projects.
Donor	Any individual or organisation contributing funds to a fundraising effort.
Fundraising Proposal Form	A formal document submitted by staff and students outlining the details of their intended fundraising activity, including objectives, methods, and financial plan.
Bendigo Kangan Institute Resources	Includes any physical spaces, equipment, branding, and intellectual property owned or managed by BKI that may be used in fundraising activities.

#### 7.0 Supporting Policy Documents and Forms

Document Name
<a href="#">Fundraising Proposal Form</a>
Philanthropic Donations Policy
Training and Assessment Policy
Health Safety and Wellbeing Policy

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#### 8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	28/05/2025	Manager, Risk and Integrity	New Policy	Head of Governance, Risk and Compliance

#### 9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Next Scheduled Review Date
Manager, Risk and Integrity	Head of Governance, Risk and Compliance	23/05/2025	23/05/2027