

Policy title	Youthworks' Year 13 Student Fundraising Policy
Applicable to	This policy applies to all fundraising activities undertaken by Year 13 students who are approved and authorised by the Director of Youthworks' Year 13 to participate in personal fundraising for Fiji Mission or other purposes as required by the Year 13 program.
Policy Objectives	This policy sets out guidelines for due diligence in acknowledging, reporting and refunding donations received by Youthworks on a student's behalf. Adherence to this policy ensures that Youthworks maintains high standards of integrity and stewardship with all its stakeholders.
How will we achieve this?	<p>Youthworks is committed to ethical, accountable and transparent fundraising practices which build and maintain public trust and confidence. Year 13 students are expected to operate within Youthworks' Fundraising Policy and ensure their compliance with the following:</p> <p>1. Ethical Conduct:</p> <ul style="list-style-type: none"> a) Any communication to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive and state the intended use for the money raised. b) Students will make readily available, upon request, information about the cause for which they are fundraising. <p>2. Accountability:</p> <ul style="list-style-type: none"> a) All monies raised via fundraising activities will be used for the stated purpose of the fundraising activity, and supporters will be provided with accurate and timely information about how donations are used and the impact of their giving. b) Donors will be issued with a non-tax deductible acknowledgement, stating the amount donated and the reference number of the student being supported, when a donation has been successfully transacted online via Youthworks' Year 13 website. c) Donations given by means other than Youthworks' websites will be anonymously processed by the Youthworks' Accounting and Finance team and will credit donations to the account of a student nominated by a donor and provide timely reports to the Year 13 Director. <p>3. Refusal of a Donation:</p> <ul style="list-style-type: none"> a) A donation may be refused where,

	<ul style="list-style-type: none"> i. the cost of accepting a Donation will be greater than the value of the Donation; or ii. the offer of a Donation is dependent upon the fulfilment of certain conditions, where the conditions: <ul style="list-style-type: none"> ▪ may be detrimental to the good name or community standing of Youthworks; or ▪ require Youthworks to first spend its own money or resources. b) Where an offer of a donation is not accepted, the Director of Year 13 will determine the appropriate manner in which to convey to the donor Youthworks' decision. <p>4. Redirection and Refund of Donations</p> <ul style="list-style-type: none"> a) Should a donor request a refund of their donation—either because an incorrect amount was entered via the website, or a donation was made accidentally or there is an extremely unusual circumstance—the donor will be asked to put their request in writing to the Director of Year 13. The request will be considered on a case-by-case basis and responded to within seven days by the Director of Year 13. b) In the case where a student has withdrawn from the Fiji Mission after the commencement of fundraising activities, donors will be entitled to a refund of their donation and contacted by the Director of Year 13.
Measurements	All donations received are efficiently credited towards each individual Year 13 students' fundraising requirements.
Definitions	<p>Year 13 Student Fundraising refers to fundraising directed towards an individual (named) person who is enrolled as a student in Youthworks' Year 13 program for the period of the fundraising activities.</p> <p>Donor means an individual or other entity that makes a contribution of value towards a Year 13 students' fundraising goals.</p> <p>Fundraising Activity means an activity carried out by a Year 13 student for the purpose of raising funds towards a stated goal to cover the students' Fiji Mission costs.</p>
Roles and responsibilities	<ol style="list-style-type: none"> 1. The CEO is ultimately responsible for accepting or refusing donations, on the advice of the Director of Year 13. 2. The Director of Year 13 is responsible for ensuring that Year 13 students are approved for fundraising and given appropriate instruction and resources to conduct fundraising activities in accordance with this policy and related documents. 3. The Director of Year 13 is responsible for responding to requests for donation refunds within seven days.

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	4. The Manager, Accounts and Finance is responsible for ensuring that donated funds are credited to students' accounts and for issuing approved refunds.
Related documents	Youthworks Fundraising Policy (2019) Youthworks Child Protection (Working with Children) Policy Youthworks Privacy Policy

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