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# Fundraising

POL-COM-01

## Statement

The Uniting Church in Australia, Queensland Synod office is committed to ensuring that fundraising activities are carried out in an ethical manner. The Queensland Synod recognises that fundraising activities will be conducted throughout the Church to contribute to the mission, goals and objectives of the Church. In addition, it recognises that staff may seek to conduct fundraising activities for other non-Church activities.

## Scope

This policy applies to:

- all employees (lay staff), ministry agents and volunteers engaged in work and activities of the Uniting Church in Australia within the bounds of the Queensland Synod office including the Trinity Theological College, Raymont Lodge Residential College and the Alexandra Park Conference Centre.

Compliance is achieved through adherence to the Principles.

## Principles

The following principles detail the standards expected when raising funds for the Church and other activities from staff and the Church's communities:

1. All fundraising activities carried out by the Synod Office or by staff of the Synod office will comply with all relevant laws.
2. All fundraising activities shall not expect the participation of staff of the Synod office or solely rely upon staff and volunteers as the only means of raising funds for the appeal.
3. Any communications to staff of the Synod office and the public made in the course of carrying out a fundraising activity must be truthful and non-deceptive.
4. All personal information collected during a fundraising activity must be treated as confidential information and is not for sale or to be given away or disclosed to any third party without consent of the individual.
5. Staff or volunteers directly or indirectly employed by the Church shall not accept commissions, bonuses or payments for any fundraising activities undertaken on Church premises.
6. Fundraising activities will not be permitted if they in any way reflect negatively on the Church or its wider community. This also includes fundraising activities which may contribute to excessive noise or a potential disturbance to a neighbourhood or community which in turn may impact on the reputation of the Church.
7. Internal fundraising, which is fundraising activities for the Church and its activities must be for the stated purpose and are to comply with the Church's stated mission and purpose. Internal emails, mailing lists and phone directories may be used for the purpose of prospecting for these fundraising activities.
8. External funding, which is any fundraising activities for an external cause conducted for an individual, community organisation, school or sporting club, must address the essential needs of the individual or group. In addition, the activity must not be in conflict with the values of the



Church. For example, acceptable activities would include the raising of money for a specific purpose national or international purpose, equipment or sporting uniforms, or assist towards an individual to attend a specific event e.g. to represent Queensland in a sport. Such appeal activities are to be not for profit.

9. All fundraising through gambling activities will not be condoned including raffles or bingo games.
10. External cause fundraising activities such as the sale of chocolates or any other activity that requires a gold coin donation do not require approval of the General Secretary and may run concurrently with any other Church fundraising activity.
11. Other external cause fundraising activities which require more than a gold coin donation such as a “fun run” may run concurrently but must not impact or compete with established ordinary fundraising operations of the Synod. Such activities must be approved prior to their commencement by the General Secretary or their delegate through submitting an appropriately detailed email. The email request must also detail any other support required such as the use of Synod tools (e.g. Uniting News) for promotion of the activity. Such endorsement will not carry over from one event to the next unless specified in the approval.
12. This policy does not prevent individual staff and volunteers from “networking” with each other on an informal basis or inviting individuals to participate in external events not associated with the Church, but it does prevent staff from using internal mailing lists and phone directories for the purpose of prospecting fundraising activities.

## Dictionary

Term	Meaning
<b>Queensland Synod</b>	Means the work and activities of the Uniting Church in Australia performed within the bounds of the Queensland Synod office including the Trinity Theological College, Raymont Lodge Residential College and the Alexandra Park Conference Centre.
<b>Church</b>	Means the activities of the Uniting Church in Australia, Queensland Synod.
<b>Fundraising</b>	Means any effort to obtain money, goods or services for the purpose of funding or benefiting an individual group, organisation or cause.
<b>Staff</b>	For the purpose of this policy only, staff means ministry agents, faculty members and lay staff.

## References & Related Documents

POL-0001 Privacy

## Revisions & Reviews

#	Date	Reason	Author / Reviewer	Approved
1.0	01.03.15	Review of existing policy No.	I Waters (People & Projects)	Endorsed
DUE	01.03.18	Review cycle – every 3 years	Reviewer as delegated by the General Secretary	