

## Policy and Procedure Register updates – Summary of changes to:

### Fundraising procedure

#### 1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations
  Audit/review recommendation
  Due for review  
 Change of policy/procedure requirements
  Other

The new [Fundraising procedure](#) provides detailed information for employees, students and P&Cs conducting fundraising activities within the department, particularly in schools. The Fundraising procedure will replace the existing [Fundraising policy](#).

#### 2. Summary of changes

There are no new requirements. The change to the procedure format allows for information on responsibilities and processes to be provided in a single document, to provide clarity and assist fundraisers across the department and in P&Cs.

Fundraising guidelines have also been developed to assist fundraisers. These provide information on types of fundraising, specific information related to raffles, online fundraising and alcohol, and accounting requirements for fundraising.

#### 1. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities *in any way*?  Yes  No

1.2 If yes, select the type of change (select all that apply):

- Revised responsibilities
  New/additional responsibilities
  Removed responsibilities

Position title	Summary of change	Page #
N/A	N/A	N/A

#### 2. Communication and support for implementation

Communication and engagement for the new procedure will be provided through OnePortal and through various departmental newsletters including the Financial Advisory Services newsletter.

#### For further assistance, please contact:

- Policy/procedure contact: [FinancialPolicy.Finance@qed.qld.gov.au](mailto:FinancialPolicy.Finance@qed.qld.gov.au)