RTD3812A Coordinate fund-raising activities

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This competency standard covers the process of coordinating fundraising activities for local community groups or programs.   It requires the ability to present ideas at meetings, approach and enlist support of volunteers, coordinate committees/teams, negotiate for sites and resources, plan and coordinate activities and implement general risk management. Coordinating fundraising activities requires a knowledge of scope of acceptable activities within various cultures/groups in the community, budgets for management of costs, basic money/cash handling and recording of expenses and income, permits required for fundraising activities and meeting procedures.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element		Performance Criteria	
1	Seek fundraising ideas	1.1	Requirements for funds are identified to determine extent of fundraising.
		1.2	Successful **fundraising activities** used by this or other groups are identified for further investigation.
		1.3	Potential new fundraising activities are compared to existing methods to determine preferred fundraising activities.
		1.4	**Potential fundraising** ideas are reviewed in conjunction with other leaders to identify preferred fundraising activity(s).
		1.5	**Views of individuals** in groups are considered in determining preferred fundraising activities.
2	Select and develop ideas	2.1	Required resources and potential **net income** from preferred fund raising activities are estimated.
		2.2	Selected fundraising activities are submitted with reasons to group for approval according to **group practices** to obtain group agreement.
3	Conduct fundraising	3.1	Volunteers to manage and/or support required activities in fundraising program are sought and duties negotiated.
		3.2	Volunteers required to organise fundraising are organised into committee and/or teams.
		3.3	Fund raising activities comply with public safety, occupational health and safety, and other **legislative and local government requirements.**
		3.4	Fundraising activities are supervised according to group requirements to ensure optimum return for group with available resources, and to present a positive image of the group.
		3.5	**Cash handling** procedures are used to ensure security of money collected.
		3.6	Sites of activities are checked to ensure they are

tidy to requirements before and after.

	3.7	Results from fundraising activities are recorded for review.
4 Review results	4.1	Results are reviewed and submitted to group for discussion.
	4.2	Discussion on relative value of fundraising activities and potential suitability for future is coordinated.
	4.3	Results and review are submitted to group management committee for noting, recording and further action.

Required Skills and Knowledge

Not applicable.

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in coordinating fundraising activities requires evidence that fundraising activities have been effectively and appropriately coordinated according to community and agency guidelines, and best practice procedures. The skills and knowledge required to coordinate fundraising activities must be **transferable** to a range of work environments and contexts. For example, this could include different community groups, programs and fundraising activities.

What specific knowledge is needed to achieve the performance criteria?	Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:

Network to seek ideas.

Group practices/protocols.

Scope of acceptable activities within various cultures/groups in the community.

Budgets for management of costs.

Basic money/cash handling and recording of expenses and income.

Summarising results of activities.

Basic financial statements.

Public safety.

Occupational health and safety approaches and procedures.

Relevant local government by-laws.

Permits required for some fundraising activities.

Meeting procedures. |
| **What specific skills are needed to achieve the performance criteria**? | To achieve the performance criteria, some complementary skills are required.   These skills include the ability to:

Presentation of ideas at meetings.

Approach and enlist support of volunteers.

Coordinate committees/teams.

Negotiate for sites and resources.

Plan and coordinate activities.

Implement general risk management. |

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs.   They are fundamental processes and generally transferable to other work functions.   Some of these are covered by the **key competencies**, although others may be added.   The questions below highlight how these processes are applied in this competency standard.   Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

1. How can **communication of ideas and information** (**3**) be applied?	By discussing, coordinating fundraising activities at meetings or formally in writing with clients and stakeholders.
2. How can **information be collected**, **analysed and organised** (**2**)?	Coordinating fundraising activities will require information to be gathered from external sources and organised for effective outcomes.
3. How are **activities planned and organised** (**3**)?	Coordinating fundraising activities requires extensive program planning and organising of others.
4. How can **team work** (**3**) be applied?	Coordinating fundraising activities will require development and management of teams to achieve outcomes.
5. How can the use of **mathematical ideas and techniques** (**2**) be applied?	Mathematical techniques in relation to budgets for management of costs, basic money/cash handling and recording of expenses and income can be applied.
6. How can **problem**-**solving skills** (**2**) be applied?	While coordinating fundraising activities organisational problems may arise requiring innovative solutions.
7. How can the **use of technology** (**1**) be applied?	Technology may be required to communicate with others and manage money.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

For information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, refer to the Assessment Guidelines for this Training Package.

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Range Statement

Range of Variables

The Range of Variables defines the different contexts, work environments and parameters governing the performance of this competency standard.   The variables chosen in training and assessment will need to reflect local industry and regional contexts

Who might the **community group** include?	Community groups formed to further conservation or environmental objectives, under the National Heritage Trust, independently, or associated with the operation of a park/reserve.
What are **fundraising activities**?	Activities with the potential to provide a source of funds for the group's operation, from the group members, contacts of the group members, or from the wider community, activities seeking donations, payment for goods and services provided and funds from social activities such as local events, stalls and large scale community events and activities combined with promotion or sponsorship at community events to promote group, projects and/or program.
What are **potential fundraising** activities?	Those within the resources of the group to run, those which are permitted by laws or agreements that the groups has signed to complete, projects and sponsorship agreements.
What could the **views of individuals** include?	Personal views, ethical views, cultural and/or preferences and willingness to provide resources, support and/or participation.
What does **net income**/results mean?	Net income is after expense/costs of activity have been deducted; results include net income plus an additional promotion or resources provided by the activity.
What is meant by **group practices**?	Normal procedures used by the group to determine a course of action in a committee meeting, general meeting or informal meeting.
What may be included in Public Safety, OHS, **legislative and local government**	Hazard identification, risk assessment, establishing approach to control risks, obtaining permits, submitting for approval

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requirements?	proposals for activities.
What does **cash handling** include?	Taking, checking, storing and banking of money received in cash or other tender.
What forms of **literacy** are included?	Maintenance of records of activity, financial records, rental/hiring agreements and development of promotional material for the activity.
What forms of **communication** may be relevant?	Development of ideas and enthusiasm in group, presentation of ideas to group and committee, obtaining consents and support from general community and deal with people who have strong opinions/characters.

For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.

Unit Sector(s)

Not applicable.