



Australian Government

AHCCCF414 Coordinate fundraising activities

Release: 1

AHCCCF414 Coordinate fundraising activities

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop fundraising ideas and coordinate fundraising activities.

This unit applies to community program leaders who coordinate fundraising activities for local Landcare community groups or programs. These individuals take responsibility for their own work and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Community Coordination and Facilitation (CCF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Seek fundraising ideas	1.1 Identify requirements for funds to determine extent of fundraising required 1.2 Identify successful fundraising activities used by this or other groups for further investigation 1.3 Compare potential new fundraising activities to existing methods to determine preferred fundraising activities 1.4 Review, with other leaders, potential fundraising ideas to select preferred fundraising activity

Element	Performance criteria
	1.5 Consider views of individuals in groups in determining preferred fundraising activities
2. Select and develop ideas	2.1 Estimate costs, required resources and potential net income 2.2 Present selected fundraising activities to group to obtain agreement 2.3 Conduct risk assessment of fund raising activities 2.4 Seek any permissions or permits required for undertaking fund raising activities 2.5 Confirm insurance requirements and coverage for fund raising activity
3. Conduct fund raising	3.1 Seek volunteers to manage or support activities in fundraising program and negotiate duties 3.2 Manage budget for fundraising activities 3.3 Organise volunteers into committees or teams 3.4 Ensure fundraising activities comply with public safety, work health and safety and other requirements 3.5 Supervise fundraising activities to ensure optimum return with available resources and to present a positive image of the group 3.6 Ensure security of money collected 3.7 Check activity sites to ensure they are tidy 3.8 Record results from fundraising activities
4. Review results	4.1 Calculate the results of the fundraising 4.2 Evaluate the fundraising activity 4.3 Coordinate discussion on relative value of fundraising activities and potential suitability for future 4.4 Report results and evaluation to management committee with recommendations or lessons for future activities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCCCF414A Coordinate fund-raising activities.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCCCF414 Coordinate fundraising activities

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- coordinate fundraising activities according to enterprise and legal requirements
- develop fundraising ideas that are appropriate to the group or program goals and values
- present ideas for fundraising at meetings according to meeting protocols
- approach and enlist support of volunteers
- coordinate committees or teams and the sites and resources required for fundraising
- coordinate activities and manage risks
- evaluate past and current fundraising activities
- report outcomes according to group requirements
- manage finances including preparing budgets, handling money and recording incoming and outgoing funds

Knowledge Evidence

The candidate must demonstrate knowledge of:

- scope of acceptable activities within various cultures/groups in the community
- basic cash handling procedures
- insurance relating to fund-raising activities
- basic financial statements
- public safety requirements and legislation
- relevant local government by-laws
- permits required for some fundraising activities

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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