



# Donations And Fundraising Procedure

Procedure Number

CHC -PG-0042

Version Nos:

5

## 1. Purpose

This Procedure outlines the process by which the West Coast District Health Board (WCDHB) is to receive, acknowledge and utilise donated funds.

## 2. Application

This Procedure is to be followed by all staff throughout the WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

all **General Managers** are required to:

- acknowledge in writing all donations;
- approve the use of donated funds;

the **Chief Executive Officer** is required to:

- approve all fundraising activities.

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 Donations are to be utilised by the WCDHB either for specific projects or specific Units/Wards/Departments throughout the WCDHB.
- 1.01 The use of donated funds is subject to approval by the relevant General Manager, who will take into account any wishes of the donor.
- 1.02 All donated funds are to be received by the Corporate Office, who will issue an appropriate receipt.
- 1.03 All donated funds are to be acknowledged in writing by the relevant General Manager.
- 1.04 All fundraising activities by WCDHB staff members require the prior approval of the Chief Executive Officer.
- 1.05 The Board may decline a donation if it felt that it was not in the interest of the Board to accept that donation.



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### 7. Precautions And Considerations

- ➔ All donations require the approval of the relevant General Manager prior to being used
- ➔ All donations are to be receipted and acknowledged in writing
- ➔ All fundraising activities require the prior approval of the Chief Executive Officer.

### 8. References

There are no references associated with this Procedure.

### 9. Related Documents

There are no documents associated with this Procedure

<b>Revision History</b>	<b>Version:</b>	5
	<b>Developed By:</b>	Quality Improvement Co-Ordinator
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	January 1996
	<b>Date Last Reviewed:</b>	August 2006
	<b>Date Of Next Review:</b>	August 2008