

**FINANCE**  
**VOLUNTARY CONTRIBUTIONS**  
**and DONATIONS**  
**7.07**

**Policy Rationale**

The quality and variety of educational programs offered by CCAE are enhanced if ACFE funds are supplemented by voluntary contributions of time and talent by individuals and donations of cash/goods/services.

**Policy Aims**

To provide a means of honouring the time/talent contributions of people together with cash/goods/service donations so that CCAE can communicate to those who gave, the benefits derived by others from such generosity.

**Procedures**

- Although CCAE seeks to supplement ACFE funds by seeking donations/voluntary contributions from parents and guardians, donations and voluntary contributions are not compulsory, and students whose parents/guardians have not made a donation or voluntary contribution will not be treated differently from those who have.
- CCAE will make clear distinctions between donations/voluntary contributions and those materials/services which parents are required to pay, so that parents are not confused regarding the voluntary nature of the contributions.
- CCAE will provide all parents with information detailing the purposes for which donations/voluntary contributions are being collected and will keep requests to a reasonable level and within expectations of CCAE community.
- As with all parent payments to CCAE, opportunities will be provided for parents experiencing financial difficulties to enter alternative confidential payment arrangements with the Manager for donations/voluntary contributions.
- Although the public identification of students or their parents where donations/voluntary contributions have or have not been paid will not occur, the parents/students that make donations/voluntary contributions will receive letters of appreciation from CCAE Board of Management.

**Evaluation**

This policy will be reviewed bi-annually