



Policy Number HR018

STAFF PHILANTHROPY AND VOLUNTEERING POLICY

Rationale

The College is committed to the ideals of contributing to the wider community via many different means, including volunteering and philanthropy. To complement our student programs and model this message, an ongoing program – OMAD (Ormond Makes A Difference) - has been developed to provide staff with the opportunity to volunteer in their community or conduct fundraising activities for community groups.

Policy Goal

Each year, to encourage staff to be involved in regular, College sanctioned volunteering and fundraising activities.

Policy Guidelines

Staff volunteering:

- Staff are allowed paid time off their regular work duties for two days per year (one per semester) to participate in organized volunteering.
- Details of proposed organisations must be brought to the Executive for approval.
- Staff members who have a voluntary relationship with another organisation may apply to a member of the Executive for approval to undertake their Ormond voluntary work there.
- Where there is a group attending a particular voluntary activity, they may apply for College funding of out of pocket expenses, subject to fitting into budget.

Staff giving:

- Staff will be encouraged each year to organise either a fundraising activity or a 'drive' to collect items for their own nominated charitable organisation.
- Staff who are unable to leave the College grounds to participate in volunteering off-site will be offered the opportunity to participate in one of these fundraising activities instead.