



Fundraising Policy

Introduction

This Policy lays out the guidelines for all levels of Kiama Downs Surf Life Saving Club Inc in relation to fundraising in the name of Kiama Downs Surf Life Saving Club Inc. It shall be read in conjunction with the Constitution of the Kiama Downs Surf Life Saving Club Inc and Department of Fair Trading Best Practice Guidelines.

Purpose

To ensure that all members follow the correct guidelines under the Department of Fair Trading and the Kiama Downs Surf Life Saving Inc. This policy applies to all types of fundraising.

Responsibility

The Executive are the primary controlling group for fundraising.

The Management Committee and other interested parties for a particular fundraising event can also be authorised by the Executive Committee

Procedure

Initial Proposal

The group interested in running the fundraising event must prepare a short description of the event that they are proposing to run. This description will include as a minimum:

- Fundraising event title
- Event date or date range
- Proposed target group to fundraise from
- Fundraising Controller – must be a financial member
- People involved in running the event
- Estimated funds to be generated
- Equipment that will be required
- Where equipment will be sourced
- Any costs that are expected for the event

The description must be presented at a Management Committee meeting at least three months before the event is to be held.

Larger fundraising drives should also be presented at least 3 months before a Management Committee meeting so that any relevant authorities can be notified, eg Kiama Council.

Types of Fundraising Options

Types of fundraising options available, but not limited to, are as follows:

- Trivia Nights
- Gaming (Casino) Nights
- Santa Photos
- Car wash
- Raffles
- Pie Drive
- Guessing Competition
- 100 Club
- Bingo
- Sweep
- Market BBQ

Refer to the Department of Fair Trading Guidelines and specific policy statements for details in relation to the procedures of each activity.

Collecting of Goods for event

If goods are required to be collected from local businesses, or other areas, then permission must be sought from the Executive Committee prior to any arrangements being made.

This is to ensure that the same donors are not consistently being asked to donate.

If money or goods are to be collected for the event, the person collecting should be a financial member of the Club. A receipt should be provided for all money or goods donated.

When collections are being made the person must be identifiable as collecting for the Club by means of Club uniform and/or letter signed by a Club Executive member. This is to ensure all Authorised Collectors are easily recognisable as collectors for the Kiama Downs Surf Life Saving Club.

Prior to any Fundraising activity, if required, the organisers should contact the Club Treasurer to request a float be made available for the purpose of running the Fundraising event. If a float is required a member of the Fundraising Committee will be asked to sign for the float, taking on responsibility for ensuring the float is returned in full, at the conclusion of the Fundraising event.

Expenses

Any expenses incurred from running the Fundraising activity must first be approved at a Management Committee meeting prior to the event.

Goods purchased from the IGA on account must have the approval of the Fundraising co-ordinator or a member of the Executive and the appropriate receipt retained for collection by the Treasurer.

Receipts must be retained for all expenses incurred for the fundraising event.

Prizes

Total prize value should not exceed \$10,000. Prizes should not include;

- Tobacco
- Alcohol
- Money
- Firearms
- Prohibited weapons

Fresh food such as meat trays must comply with normal NSW Health regulations. A special permit is required from the NSW Department of Primary Industries if fish is offered as a prize.

All money received should be documented and reconciled. Money collected should be counted in the presence of another financial member of the Club if practicable. All money collected and reconciliation documents must be either handed to the Club Treasurer or stored securely ready for banking.

Conclusion

The above policy will assist in ensuring that all guidelines for the running of Club Fundraising events are undertaken in an orderly, efficient and appropriate manner.

Reference and Further reading

Money Handling Policy

Expense Claim Form

Fair Trading NSW for charitable fundraising information and guidelines –
<https://www.fairtrading.nsw.gov.au/charitable-fundraising>