



Fundraising Policy

INTRODUCTION

This Policy outlines the means that fundraising can be carried out on behalf of the Kiama Downs Surf Club Inc. It applies to all groups that wish to fundraise under the name 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 Dept 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. It 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 generate
- 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 Club management meeting at least one month before the event is to be held.

Larger fundraising drives should be presented at least 2 months before 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
- Two up
- Raffles
- Mini Lotto
- 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 business, or other areas, then permission must be sort 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 or close relative of a financial member. 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 Kiama Downs Surf Life Saving Club Inc 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 Inc.

Money Handling

All money received should be receipted upon acceptance.

All money collected must be either handed to the treasurer or placed in the safe on the club premises as soon as practical.

Treasurer

Money collected should be counted, in presence of another financial member if possible.

Money should be banked as soon as practical.

Total money raised from Fundraising activities is to be advised at the next Committee meeting of the Kiama Downs Surf Life Saving Club Inc.

Total money raised is to be made available to all members via the monthly Committee Minutes of the Kiama Downs Surf Life Saving Club Inc.

A copy of all documents are to be made available to the auditor at the end of the financial year.

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.