



Pacific SLSC

Policy Statement

Fundraising Activities

Policy Number

3.0

September 2012

The following Policy statement was adopted at the Management Committee meeting held on 09.09.2012 and adopted as a Club Policy from 09.09.2012

1. INTRODUCTION

This policy provides a guide for members regarding the fundraising activities of Pacific SLSC.

2. AIM

This policy aims to

- Clarify Pacific SLSC's position relating to the fundraising activities within the Pacific SLSC.
- Clarify the process for undertaking fundraising activities and distribution of funds raised.
- Outline the necessary systems in relation to the governance of this policy.

3. BACKGROUND & POLICY

- The surf club is heavily dependent on fundraising activities to cover administration and ongoing costs. Registration fees are primarily aimed at covering branch and state capitation fees which includes individual insurance coverage, some carnival entrance costs, Award and presentation function costs. Club registration fees do not include the purchase of new equipment, insurance, electricity and water fees, or maintaining the clubhouse.
- The Pacific SLSC has a number of fundraising events each year. Some of these events are entire club fundraisers and others are to raise money for "Specific Areas" of the club (e.g., Nippers, Cadets, Boats etc.).
- All members of the club are encouraged to support these events to assist in the future viability of our club, purchase of new equipment, maintain & upgrade facilities, provision of training and development and to support competitors – administration and ongoing costs.
- To assist the club with administration and ongoing costs, part of all fundraising undertaken for Specific Areas of the club is allocated to the club to meet these expenses.
- Twenty percent (20%) of all monies raised through fundraising activities will be allocated to the club for the purpose of administration and ongoing costs, the remaining eighty percent (80%) will be allocated to the specific area fundraised for and to be used for nominated budgeted items.
- At the commencement of each season, specific areas within the club will complete a budget for the season. This budget should identify proposed fundraising activities to meet the cost of the specific area.
- The takings from the bar and other Supporters Club managed responsibilities are not included in distributed monies, these amounts remain with the supporters club to cover operating costs.
- Sponsorship and donations are not subject to the twenty/eighty percent principle, sponsorship funds will be acquitted as per the sponsorship agreement. Donations will be utilised for administration and ongoing costs unless otherwise specified by the donator/donating body.
- Jupiter's Summer Surf Girl fundraising activities are subject to the SLSQ conditions of entry.



4. MANAGEMENT OF FUNDRAISING ACTIVITIES

- The Management Committee will be responsible for the coordination of all fundraising events within the club, which includes ensuring dates for fundraising events do not clash with other club events and the distribution of the monies raised.
- The annual Surf Appeal (House to House) monies raised will be allocated to the general club account for the purpose of administration and ongoing costs.

How to initiate a fund raising event

- Members wishing to propose any fundraising events should submit a written proposal to the management committee for their consideration and approval.
- The proposal must specify whether the event's monies raised are to be for general club use or allocated to a specific area for a nominated purpose.
- The Chairperson of the management committee will ensure any fundraising event, if approved by the management committee, is ratified and minuted at the Clubs Management Committee.

Specific Areas Fundraising

- All monies raised by fundraising events will be placed in the Club's general account.
- All monies raised through fundraising activities are to be banked as soon as possible and within a period not exceeding 5 working days, the deposit is to include event description.
- The Treasurer will record the amount of money raised by each of the areas in a breakdown sheet.
- The expectation is that those funds raised will be used to fund activities directly related to the specific area for a nominated purpose.
- The specific area must make application for allocation of monies to expend from fundraising activities and include a description of how that money will be acquitted.
- The allocation of funds raised for specific areas for expenditure is conditional on the club's overall financial position at the time of request, regardless of amount of support included in the annual budget estimates or monies raised by a specific area. All expenditure is to be approved by the management committee.

5. CONCLUSION

This policy is to be read in conjunction with Pacific SLSC Policy Number 2 - Competition and Club Endorsed Activities - Support

This policy is a Pacific policy and as such all Club Office Bearers, Staff and Members must adhere to this as part of their responsibility towards the Club