

## Anglesea SLSC Policy Document

Reference: 023

Reviewed: 12/2016

# SURF SPORTS FUNDRAISING POLICY

Policy number	020	Version	02
Drafted by	Matt Symington	Approved by Board on	07/12/16
Responsible person	Peter Van Miltenburg	Scheduled review date	Sept 2017

## INTRODUCTION

The Board of Anglesea SLSC is committed to ensuring that fundraising activities are carried out in an ethical manner.

This policy applies to all members of the Anglesea SLSC.

## PURPOSE

The purpose of this document is to identify Anglesea SLSC's position on fundraising practice and to document the standards expected in raising funds from the community.

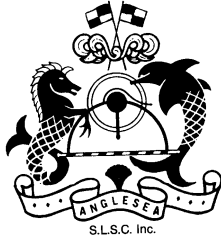
## POLICY

Anglesea SLSC's guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves.

In doing so, the organisation will adhere to the following standards:

- Fundraising activities carried out by Anglesea SLSC will comply with all relevant laws.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will comply with the organisation's stated mission and purpose.
- All personal information collected by Anglesea SLSC is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for Anglesea SLSC shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Anglesea SLSC.
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical. Companies and organisations specifically excluded from making financial contributions to Anglesea SLSC include; gambling and tobacco companies.

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the Directors.



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# FUNDRAISING PROCEDURES

## RESPONSIBILITIES

The Board is responsible for the implementation and review of this policy.

All Directors and members are responsible for adhering to this policy.

## PROCEDURES

All fundraising types must have the prior approval of the Board.

Specific dates/locations are to be approved by the relevant Director and/or Vice President or President.

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to Anglesea SLSC.

Fundraising activities should not be undertaken if they will expose the organisation to significant risk.

A risk assessment should be completed prior to each fundraising activity.

## PROCEDURE TO ALLOCATE MONIES RAISED

1. Monies raised through donations and sponsorship should be allocated to a specific purpose in consultation with the donor and/or sponsor. For example, capital equipment eg. Surf Boat, Reel, Uniforms etc.
2. All monies raised through highway collection methods are to be allocated as per the current club policy:
  - a. 80% to the section responsible for raising the funds
  - b. 20% to the club into general revenue (or as determined by the Board)
3. Monies allocated back to the section may then be distributed according to the following set of criteria below.
4. Category funding will be assigned depending upon the individual's commitment to the Section and Club throughout the season. For example: A-category = \$300, B-Category = \$200, C-Category = \$100, D-Category = \$50. Each section will decide on their category levels and individual scores
5. Final budget approval is at the discretion of the Surf Sports Director.

Activities Total = 130pts	A – Category (>100pts)	B – Category (75-99pts)	C – Category (50 - 74pts)	D – Category (<49pts)
Golf Day: volunteer min 2hrs (5pts)				
Rock 2 Ramp: volunteer min 3hrs (10pts)				
Door Knock: volunteer min 2hrs (10pts)				
Compete @ 50% Senior Carnivals (20pts)				
Compete @ Victorian Senior Titles (15pts)				
Patrol: minimum 16 hrs or achieved LM or LS status (25pts)				
Training: met section requirements (15pts)				
Section Fundraisers: volunteer min 4hrs (20pts)				
Additional responsibilities: e.g. ASR, Committee, Water Safety, Official, Coaching (10pts)				
An additional award earned during that season: e.g. ART (10pts)				

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