



FUNDRAISING POLICY

Policy number	2.5	Version	1.1
Drafted by	M.Kruck	Approved by Committee	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

INTRODUCTION

Management Committee members have the responsibility of ensuring the survival and continuation of the organisation. This includes responsibility for ensuring funding is available to support the activities of the organisation.

While the Committee may delegate many of the operations of fundraising to other parties, the Committee retains the responsibility for inspiring other fundraisers, demonstrating the perceived importance of fundraising to the organisation, and demonstrating their leadership in this area. To achieve this, each member of the Committee must individually accept their key role in the fundraising process.

Committee members should show leadership in fundraising by personally giving to the organisation in proportion to their ability, in recognition of the fact that Committee members who do not give themselves will have difficulty asking others to give.

PURPOSE

This policy makes explicit the understanding that members of the Management Committee be asked to contribute to the fundraising activities of SLNC.

POLICY

Committee members will be requested to

- Donate time to SLNC in proportion to their ability;
- Contribute to the short-term and long-term financial planning of SLNC, including its fundraising plan;
- Support the fundraising efforts of other parts of SLNC;
- Support special events run by SLNC to raise money or generate contacts;
- Where possible, supply SLNC with names of prospective individual and corporate donors;
- Where requested, approach individual or corporate prospects to ask for donations on behalf of SLNC, or sign letters to these prospects.

AUTHORISATION

Signature of Secretary

Date of Approval by Committee

05 /AUG /2019

Springfield Lake Nature Care Inc (SLNC)





FUNDRAISING PROCEDURE

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RESPONSIBILITIES

The President is responsible for bringing this policy to the attention of prospective Management Committee members. All committee members are responsible for respecting this policy.

PROCEDURES

The purpose of this Procedure is to outline the requirements for organising a fundraising event and what is expected in order to provide uniformity in our public appearances.

An event could be (but not limited to) attendance at an expo, annual show, fete, council run events and public company events --- basically anywhere that Springfield Lake Nature Care Inc ("SLNC") as an organisation may be represented with the ability to sell products and obtain donations.

Any request for SLNC to attend an event would be directed to the President of SLNC in the first instance. Alternatively, a SLNC member may volunteer to take on the task of organising a display attendance as an Event Coordinator.

The Event Coordinator will collect information regarding the event and present this to the Management Committee for confirmation of attendance. For this reason, it is preferable that event attendance requests are presented to the Management Committee at least 2 months prior to the event occurring. We understand that there may be "one-off" cases where this may need to be reviewed, however we do not encourage this option.

The Management Committee is required to authorise any public attendance as it has sole responsibility for governing the organisation's public relations direction.

The following information would need to be provided to the Management Committee to enable a decision to be made regarding confirmation of attendance at the event:

- Name of the event and it's expected size (likely number of participants)
- Location of the event & Date of the event
- Timeframe of the event (including bump---in and bump---out times)
- The number of volunteers required (whether members are helping)
- Whether we collect donations
- Whether we can sell raffle tickets
- The cost of the attendance/stall
- If we are organising a BBQ what supplies will be needed



Paying for stall rental space is not encouraged as we are a not-for-profit organisation and we cannot make enough profit on the sales to cover this charge.

Once the Management Committee has reached a decision the Event Coordinator will be notified that he/she is able to confirm SLNC's attendance, obtain the appropriate shop merchandise, organise volunteers and collect the marquee, display boards and marketing material.

ATTENDANCE REGISTER

The Event Coordinator should ensure that an Attendance Register is established for each event. Please refer to Form 1.

All participants should sign the Attendance Register, regardless of how long they attend the event. The Attendance Register will be required in the event of any possible insurance claim under SLNC's Voluntary Workers Insurance Policy and to ensure compliance with the SLNC Safety Management Manual.

It is the Event Coordinator's responsibility to ensure everyone who participates signs this register on the day. This information will become useful for peer recognition awards either throughout the year or at the AGM. If the Events Coordinator is not attending a particular event, this responsibility must be delegated to the person in charge of such event.

APPEARANCE

As you will be representing SLNC to the public it is very important that our appearance is smart. Where possible we encourage the wearing of SLNC clothing. This will help get our "brand" out there and if you are walking through the event people may ask where the stall is located. It also helps to provide uniformity at the stall.

EVENT EXPENSES

It is encouraged that any expenses incurred (especially in the view of a BBQ) be purchased by **1 person**. All receipts are to be collected, an expense claim form completed, and everything submitted to the Treasurer for reimbursement. **Please note:** Reimbursement is made via bank transfer so it is necessary for your bank account details to be provided with your claim.

Any tax invoices that need to be paid prior to the event and have at least 2 weeks before they are due can be submitted to the Treasurer who will organise the payment directly with the supplier.

It is not encouraged to take the money for the expenses out of the proceeds of the day due to potential processing issues, however if this needs to occur please contact the Treasurer to discuss prior to the event.



EVENT INCOME

SHOP SALES:

Under no circumstances do we accept cheques for payment of merchandise at events.

In some circumstances, we may be able to offer credit card facilities however this is dependent upon an authorised member of the Management Committee being present. Under no circumstances can we accept payment via credit card without authorisation and payment being processed and confirmed before the items are provided. Cash is the preferred method of payment.

DONATIONS:

Any money from the donation box is to be kept separate from the shop sales and raffle ticket sales (if applicable).

If someone wants to make a donation using a cheque then the process would be to get all of their details (including their name, phone number and postal address). Explain that the cheque would go to the Treasurer for processing.

If they wanted to make a donation via a credit card then ask them to fill in the donation form located on the promotional brochures. This information will then be given to the Treasurer to process.

We cannot issue tax deductible receipts.

STOCKTAKE

A record of all items for sale is to be recorded prior to setting up the stall. Please refer to Form 3 at the end of this document.

Before packing up the stall please record all the stock that was left over on Form 3.



CASH HANDLING

Please refer to Form 4 at the end of this document for the breakdown of what to record before the event and then after the event.

The following are available options to process funds received.

1. Deposit the proceeds directly into the SLNC bank account. Request the bank account details from the Treasurer if this is going to take place.
2. The funds can be provided in person to either the SLNC Treasurer or President. Funds should not be provided to any other SLNC member.

Note: Forms 1, 2, 3, 4 and 5 are to be posted/emailed to the Treasurer no matter which method of deposit is used.

RAFFLES

The following information from the Qld Office of Gaming Regulation. The Charitable and Non-profit Gaming Act 1999, Record keeping guidelines (general).

The following information has been provided based on the fact the raffle item has been donated.
Category 1

If the proceeds of the raffle are under \$2,000 then:

Raffle needs to be drawn no more than 4 months after the 1st ticket is sold Each book must be numbered and recorded by treasurer.

If the ticket isn't going to be drawn on the same day you must obtain their name, address or phone number

Prize must be delivered to winner within a month unless in writing by the winner Prize winner must be published in the newsletter. Contact secretary@SLNC.org.au

If the proceeds are likely to go over \$2,000, please contact the Treasurer as there are more rules that need to be adhered to.

Note: It is very important that the Treasurer receives the completed forms as there is a legal requirement to keep all records for a minimum of 5 years.

The following forms will need to be filled in: Form 4, 6 and 7

Important Note: If you are running a donation box, selling shop items and conducting a raffle the Form 4 will need to be filled out for each activity.

Springfield Lakes Nature Care Inc.
Caring for Nature & the Environment

www.springfieldLakesnaturecare.org.au



NOTES:



FORM 4

CASH RECONCILIATION – SHOP ITEMS ONLY

Event name/location: _____

Date: _____

Amount of cash at the beginning of the event: \$ **A**

Amount of cash at the end of the event: \$ **B**

Deduct the amount at A from B \$ **C** Total sales for the day

Cash breakdown

Currency Amount	Quantity	Currency amount total (currency amount * quantity)
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
50c		
20c		
10c		
5c		
Total Amount		* \$

*(this figure needs to match with the Total sales figure C from above)



FORM 7
FUNDRAISING SUMMARY

1 st Prize being raffled:	
2 nd Prize being raffled:	
3 rd Prize being raffled:	
Who donated the raffled item:	
Date the raffle tickets were sold:	
Date the raffle was drawn?	
Who conducted the draw?	
Who was the winner - 1 st Prize?	
Who was the winner - 2 nd Prize?	
Who was the winner - 3 rd Prize?	
When were the winners notified?	
What was the selling price of the raffle tickets?	
Was a bundle option available? ie 3 for \$2, 10 for \$5?	Yes / No <i>(circle applicable)</i>



Was there any expenses incurred to run the raffle, (if yes please list below and forward the receipts to the treasurer for reimbursement *(don't take it out of the raffle proceeds)*)

Item	Supplier	Cost

How much money was received from the ticket sales? _____

How much money is being banked? _____

Name of person filling in this information: _____

**All the fields need to be filled in; please do not leave anything blank
Please contact the Treasurer if you have any questions**

RELATED DOCUMENTS

- [Fundraising Policy](#)

AUTHORISATION

Signature of President

Name of President

Date:



Luise Manning
05 / AUG / 2019