



# **FUNDRAISING POLICY**

## **1. Introduction**

The Shoalhaven Basketball Association (SBA) acknowledges the importance of fundraising to support the association, its teams, and individual members. This policy has been developed to guide members in prioritising fundraising requests and determining their appropriateness.

Fundraising efforts typically aim to assist with fees, travel and accommodation expenses associated with additional participation, such as involvement in the Representative programs.

The SBA Board holds responsibility for implementing and reviewing this policy. This policy applies to all SBA members and staff.

As a not-for-profit organisation, SBA is not classified as a registered charity, and donations made to SBA are not tax-deductible.

## **2. Purpose**

The purpose of this document is to outline SBA's position regarding fundraising and to establish the requirements surrounding fundraising activities within the association.

## **3. Fundraising Guidelines**

SBA will adhere to the following guidelines:-

1. No fundraising activities associated with SBA may be conducted without prior written approval from the SBA Board.
2. Fundraising activities must be conducted to support SBA, SBA teams participating in competitions or tournaments, or individual members selected for State or National teams.
3. Fundraising activities will comply with all relevant laws.
4. For all fundraising activities allocated by SBA, the funds will directly benefit the individuals participating in the activity by contributing to a reduction in their annual representative fees. All teams will be required to participate in 1 fundraising event across the Representative year. This

will be the annual SBA Easter Fundraising Raffle. Monies raised will go directly to the Representative Program.

5. For team-led fundraising activities, the funds must be used exclusively to benefit the entire team, specifically to cover expenses related to travel and/or accommodation or for the purpose of subsidising representative and/or domestic fees. 15% of each fundraising event will go directly to SBA to support the Representative Program.
6. Fundraising activities should not involve gambling or alcohol unless approved by the SBA Board.
7. All public communications related to fundraising activities must be truthful, transparent, and free from deception.
8. Fundraising activities using the SBA name or logo must be approved in advance.
9. All monies raised via fundraising activities will be for the approved purpose.
10. All personal information collected by the SBA is treated as confidential and will not be sold, shared, or disclosed to any third party without the individual's consent.
11. No individual employed by or volunteering for the SBA, either directly or indirectly, shall engage in fundraising activities for personal benefit or the benefit of related parties.
12. Fundraising activities are not permitted if the activity may be detrimental to the existing SBA sponsor relationships, reputation or community standing.
13. Any and all merchandise sales are exclusive to SBA, no approval will be granted for merchandise sales.
14. The SBA reserves the right to withdraw approval for fundraising activities if a higher-priority event is approved. The decision to approve or cancel any fundraising activity lies solely at the discretion of the SBA Board.
15. The SBA Board reserves the right to withdraw permission to raise funds where this policy has been breached.
16. All contributions must be recorded and funds held in the accounts of SBA for reconciliation and verification by the auditors.
17. All funds raised must be used by the end of the calendar year (unless otherwise approved by the SBA Board). Any unused funds will be allocated to SBA fundraising.

#### 4. To gain approval

1. A Fundraising request must be submitted to the SBA Board by using the ***Request to Fundraise*** form or by clicking on this link: [HERE](#)
2. All requests must be submitted at least 28 days prior to the proposed fundraising activity.
3. All requests must provide clear details, including the times, dates, locations, team members, the specific fundraising activity, and the intended purpose for the use of the raised funds.
4. The funds raised may be used to subsidise travel-related expenses, including accommodation and fuel, as well as to reduce representative and/or domestic fees.
5. The Team Manager or individual member is responsible for obtaining fundraising approval. Once approved, they will receive a letter from the SBA authorising them to raise funds or acquire goods for prizes for their team.
6. Fundraising activities may include:
  - Sausage sizzles
  - BBQs

- Trivia nights
  - Game nights
  - Raffles, lucky door, number boards, etc.
  - Other food fundraising – pie drive, chocolates etc
7. All teams will be provided with equal opportunity to raise funds at SBA games/events.
  8. SBA Administration Officer will be responsible for maintaining rosters for BBQs, Bunnings and similar sausage sizzle events.
  9. All funds received must be submitted to the SBA Administration Officer for deposit into the SBA bank account, accompanied by supporting records to reconcile the amounts. A receipt will be provided to the Team Manager for all deposits. The funds will be recorded on the SBA balance sheet, with a designated cost code and team identifier. The Team Manager may request access to details regarding the deposit dates and amounts held.
  10. All funds held will be disbursed to the Team Manager or entitled member, for approved purposes.
  11. The payment will be documented, and the Team Manager or entitled member will be required to sign for receipt of the funds.
  12. The Team Manager or entitled member will be responsible for reconciling the expenses incurred from the use of these funds.
  13. All expenditures related to these funds must be fully accounted for by the Team Manager or individual member. Receipts must be retained and submitted to the SBA office, matching the total value of the funds provided. Any unspent funds must be returned to the SBA office.

<b>Policy Number</b>	BO-O1
<b>Version Number</b>	1.3
<b>Approved by the Board on</b>	November 2025
<b>Review date</b>	October 2026