

SHOALHAVEN BASKETBALL ASSOCIATION FUNDRAISING POLICY



1. Introduction

Shoalhaven Basketball Association (SBA) recognises the need for fundraising for the association and also by SBA teams and individual members. This policy has been designed to assist members in determining which fundraising requests take priority and whether a certain fundraising request is appropriate.

Requests for fundraising vary but generally it is for assisting with travel and accommodation costs related to additional participation such as for those members involved in Representative programs.

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

This policy and procedure applies to all SBA members and staff.

SBA is a not-for-profit organisation and does not qualify as a registered charity.

Donations to SBA are not tax deductible.

2. Purpose

The purpose of this document is to identify SBA's position regarding fundraising and to document the requirements for fundraising.

3. Fundraising Guidelines

SBA will adhere to the following guidelines: -

- a. The fundraising activity must be for the purpose of raising funds to benefit SBA or for SBA teams attending competitions/tournaments or individual members who have been selected in State or National teams.
- b. Fundraising activities will comply with all relevant laws.
- c. Fundraising activities must not commence until approved by the SBA Board.
- d. Fundraising activities can only be used for the benefit of a full team where the team will incur costs of travel and/or accommodation.
- e. Fundraising activities can be undertaken for the purposes of subsidising player representative and/or domestic fees.
- f. Fundraising activities should not involve gambling or alcohol unless approved by the SBA Board.
- g. Any communications to the public made while carrying out a fundraising activity shall be truthful and non-deceptive.
- h. Fundraising activities using the SBA name or logo must be approved in advance.
- i. All monies raised via fundraising activities will be for the approved purpose.
- j. All personal information collected by SBA is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- k. Nobody directly or indirectly employed by or volunteering for SBA shall undertake fundraising activities for individual or related party personal benefit.
- l. Fundraising activities are not permitted if the activity may be detrimental to the existing SBA sponsor relationships, reputation or community standing.

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- m. Any and all merchandise sales are exclusive to SBA, no approval will be granted for merchandise sales.
 - n. SBA reserves the right to withdraw approval to fundraise where a higher priority fundraising event is approved. The decision to approve or cancel any fundraising will be at the sole discretion of the SBA Board.
 - o. The SBA Board reserves the right to withdraw permission to raise funds where this policy has been breached.
 - p. All contributions must be recorded, and funds held in the accounts of SBA for reconciliation and verification by the auditors.
4. To gain approval
- a. A Fundraising request must be submitted to the SBA Board by using the **Request to Fundraise** form or by clicking on this link:
https://docs.google.com/forms/d/e/1FAIpQLSefvls37R4bP8Hmsl5uMo9DGBweZYP2AVmUm_spNqpYwy0WGg/viewform?usp=sf_link
 - b. All requests must be submitted at least 28 days prior to the proposed fundraising activity.
 - c. All requests must clearly state times, dates, locations, team members, actual fundraising activity and purpose proposed for the use of the raised monies.
 - d. The money raised may be used for the purposes of subsidising expenses relating to travel such as accommodation and fuel and for the reduction of either representative levies or domestic fees.
 - e. The Team Manager or individual member is responsible for seeking fundraising approval and once provided, will be provided with a letter providing SBA authorisation to raise funds/obtain goods for prizes for their team.
 - f. Fundraising activities may include:
 - Sausage sizzles
 - BBQs
 - Trivia nights
 - Game nights
 - Raffles, lucky door, number boards, etc.
 - Other food fundraising – pie drive, chocolates etc
 - g. All teams will be provided with equal opportunity to raise funds at SBA games/events.
 - h. SBA Administration Officer will be responsible for maintaining rosters for BBQs, Bunnings, and similar sausage sizzle events.
 - i. All monies received must be provided to the SBA Administration Officer to be banked into the SBA bank account and accompanied by records maintained to reconcile with these amounts. A receipt will be provided to the Team Manager for all deposits made. The money held will be identified on the SBA balance sheet, with a specific cost code team identifier. Access to details of dates banked and amounts held will be available to the Team Manager upon request.
 - j. Payment of all monies held will be made to the Team Manager or individual member prior to the team/individual member travelling away.
 - k. The payment will be recorded, and the Team Manager/individual member will be required to sign for this payment.
 - l. The Team Manager/individual member will be accountable for the reconciliation of expenses related to the expenditure of this money.
 - m. Expenditure related to this money must be accounted for IN FULL by the Team Manager/individual member. Receipts must be kept and returned to the SBA office equalling the full value of the monies provided. Money not expended must be returned to the SBA office.

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