



Lyll Bay Fundraising Policy

July 2015

Objective

1. To provide guidelines for club members on the process they need to follow if they wish to raise funds in the club's name.
2. To encourage members to support all fundraising initiatives – not just related to their team, as the more that is raised, the quicker we can purchase the items on the wishlist.
3. To encourage harmony and teamwork across interest groups in the club – a feeling of all working together for the whole club
4. To provide a coordinated approach for the fundraising sub committee

The Committee has decided that the following will apply to all fundraising carried out by Lyll Bay members:

- All fundraising in the name of the Lyll Bay Surf Life Saving Club must be approved by the Committee.
- All money raised must be banked in a Lyll Bay Surf Life Saving Club bank account.
- Fundraising for the general club's income takes precedent over any individual member or team fundraising.
- Other than for a team's travel cost, funds will not generally be raised for a specific item, unless approved by the Committee. The Committee will determine a priority list of equipment purchase and expense items at the beginning of the season and as funds are raised these will be applied to these items.

Explanatory note: this is to avoid teams raising money for equipment that the club does not consider important, or has other priorities.

- Teams may raise money for their travel costs for events. It should be clear to members how the money raised will be split, either:
 1. Pooled together and split evenly between all members going, or all members involved in fundraising; or
 2. A record is kept of individual contribution (easiest when this is a time or sales based fundraiser) and the money split based on this contribution
- Teams are encouraged to work together where possible e.g. chocolates could be sold by all members in the club with one or more people coordinating this.
- 20% of the profit raised by teams for travel costs will be allocated towards the club's general funds. This is to cover the general costs of the club such as administrator's time, communication and incidental costs etc and the inevitable few events that don't make a profit.
- Fundraising for the general club's income takes precedent over any individual member or team fundraising

Sponsorship Policy

The Committee has approved the following general guideline to make sure that sponsorship approaches are coordinated and the committee is aware of any commitments to sponsors, In particular it is important that:

- All sponsorship approaches are approved by the Committee to ensure there is a coordinated approach across the Club.
- Any contracts, agreements, letters are approved by the Committee and signed by the Chair or Executive member.
- All money received from sponsors is deposited in the Club bank account.

Last updated: 5 July 2015

Signed: Arie Moore (Chairperson)