



Caloundra Football Club Fundraising Policy

Introduction

The committee of the Caloundra Football Club (CFC) seek to ensure that all fundraising for the club is:

1. Clearly defined.
2. Transparent.
3. Accountable.

Club Policy

Written Proposal

The team/group must provide a written proposal to the committee which includes at least the following:

1. Name of team/groups nominated representative/s – person/s who will co-ordinate activities and report to the committee.
2. Details of the event/tournament the fundraising is for.
3. Fundraising time-frame.
4. Details of all fundraising events that will be undertaken.
5. Names of businesses that will be involved in fundraising events – e.g. Officeworks barbeque.
6. Names of businesses that will be approached for sponsorship.
7. Acknowledgement that parents'/players' support the attendees and agree to assist with fundraising.
8. Budget for the event/tournament – including estimated profit and loss for each fundraising event and what the funds raised will be spent on – an itemised list of event/tournament costings. Budget to also include what amount each individual attending the event/tournament will contribute financially to their participation.

A Fundraising Proposal template will be provided by the Treasurer.

Committee Decision

The nominated representative/s of the team/group will forward the written proposal to the committee seven days prior to the committee meeting where the proposal will be discussed. The nominated representative/s will attend the committee meeting to answer any questions from the committee. The committee will then provide an answer within seven working days of the committee meeting.

No fundraising is to begin prior to the committee making their decision known. This includes approaching any business to assist with fundraising activities or sponsorship.

Financial Management of Fundraising activities

The team/group must abide by the following guidelines.

1. Funds are to be spent only on players and equipment. No fundraising is to be utilised for parents' costs.
2. The club Treasurer will open a bank account to be used solely for the fundraising initiative. The team/group is not to open their own bank account.
3. The Treasurer will provide the team/group's representative with details of the account.
4. The team/group's representative will be required to deposit all funds raised to this account only.
5. The Treasurer and other nominated committee members will be the only people able to withdraw funds from the account.
6. When funds are required to pay for items required to assist with fundraising, travel, accommodation, and other event costs, the team/group's representative will be required to complete a Payment Request Form and forward this to the Treasurer. Upon receipt the Treasurer will make payment within three business days.
7. Once all funds raised have been deposited and the funding of all payments required to support the event is complete, the Treasurer will then close this account.
8. Prior to closure of the account any funds remaining after receipt of all fundraising and payment of all invoices, will become the property of the club and will be transferred to the club's main account.

Administration

The team/group must abide by the following guidelines:

1. The nominated representative/s are required to record all income receipted from each fundraising event and present this to the Treasurer within seven business days of the event.
2. The nominated representative/s is required to record all expenditure for each fundraising event and present this to the Treasurer within seven business days of the event. This includes providing the Treasurer with a tax invoice for each expenditure item.
3. The nominated representative/s is required to maintain a basic income and expenditure record. A template will be provided by the Treasurer.
4. All details of the fundraising will be presented to the club's Accountant for auditing purposes.
5. The team/group is not to approach any of the club's existing sponsors for assistance without the written approval of the Treasurer.
6. If the team/group is going to approach other business for assistance the committee needs to be notified prior to any approach.
7. Failure to meet with any of the requirements outlined in this section (Club Policy) may result in the committee requesting the fundraising cease.

Conclusion

Fundraising for the club is vital to ensure our financial survival. Our committee encourages our teams to participate in other events or tournaments and is supportive of any fundraising initiatives undertaken to finance this activity.

The committee requires the team or group to be accountable and to follow the guidelines as outlined in this policy.