



# Mooloolaba Surf Life Saving Club (MSLSC)

## Fundraising, Sponsorship and Grant Application Policy

Policy Number	<b>MSLS031</b>
Date Issued	28 January 2021
Approved/Endorsed By	MSLSC Management Committee, 28 January 2021
Review Date	Within six weeks of the 2021/22 Annual General Meeting

### 1. Purpose:

1.1 This policy acts to ensure that all fundraising activities, grant applications and sponsorships undertaken by Mooloolaba Surf Life Saving Club (MSLSC), its members, employees and subcommittees are managed and conducted legally and ethically, funds are raised and spent in a manner that is deemed honest and that the approval processes are simple, transparent, efficient and upheld.

### 2. Scope:

2.1 This policy specifies the requirements for all fundraising activities, sponsorship and grant applications for MSLSC and includes the process for approval, conducting activities, expenditure and management of monies.

2.2 Prior to organising and/or conducting any fundraising activity; preparing or approaching stakeholders for sponsorship requests; or submitting grant applications on behalf of MSLSC, and/or any of its subcommittees, members and employees must seek written pre-approval from the Management Committee.

2.3 Fundraising activities can include, but are not limited to:

- BBQ's,
- Raffles,
- Car washes,
- Cake stalls,
- Sale of entertainment books, sunscreen or any other products,
- Sporting events or water safety where an entry fee is charged or a donation is given.

2.4 Sponsorship requests can include, but are not limited to:

- Offers to purchase surf lifesaving equipment,
- Offers to provide funds, vehicles, equipment or surfcraft,
- Offers to pay for any other item.

2.5 Grant applications can include, but are not limited to:

- Applications to government departments,
- Applications to local councils,
- Applications to Surf Life Saving Queensland or Surf Life Saving Australia,
- Applications to utility providers,
- Applications to any other business or department.



### **3. Process prior to activity:**

3.1 Club member or employee is to email Management Committee with fundraising activity, sponsorship proposal or details of grant.

3.2 Management Committee will review and determine approval.

3.3 Management Committee will advise member or employee of decision in writing within 7 days of request and upload details of any fundraising activity, sponsorship proposal or grant application to the fundraising calendar, sponsorship register or grant application database.

### **4. Conducting of activity:**

4.1 At all times when participating in any fundraising activity on behalf of MSLSC the members or employees must behave honestly and be truthful with the public, i.e., we cannot state that the funds are to be used for patrols or lifesaving equipment if it is intended to be used for team competition or some other purpose.

4.2 Any raffle conducted outside of the club premise needs to be authorised as per this policy and all proceeds must be reconciled through the club office to the available tickets.

### **5. Conclusion of activity:**

5.1 At the conclusion of any activity, a reconciliation form must be completed and deposited together with all funds raised directly to the surf club office or be transferred electronically into the surf club bank account.

### **6. Use of MSLSC funds:**

6.1 Any monies raised is for the sole purpose of the MSLSC. The decision of how money is spent is at the sole discretion of the Management Committee at the time, subject to the applicable Constitution and by-laws for the MSLSC. All members of the MSLSC acknowledge that no single section has any claim or ownership of monies raised and the Management Committee will determine the availability of monies for activities on a case by case basis. Please refer to section 3.7 of the MSLSC purchasing policy for exemptions regarding the use of funds.

6.2 Each lifesaving section acknowledges that proceeds from approved activities will be allocated to the correct section; however, funds can be recalled at any time by MSLSC, without consultation if required for other priorities.

6.3 The monies from any successful grant applications must be used for the specific purpose outlined in the application and acquitted correctly as per requirements.