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### 1. Introduction

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Fundraising and social events are very important events in our Club. These events are held to assist the club to provide an inclusive and social environment for our members with the addition of providing extra funding to our club and members.

Sections of the Club may be offered sponsorship in the form of product or money. These approaches must be approved by the Executive before any agreement is made. This is to ensure that there is no conflict with other arrangements that may be in place or under consideration.

Fundraising and social events can be conducted by any financial member of our club, however the following guidelines need to be adhered to and formal approval is required before events are conducted.

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### 2. Objectives

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The objectives of this document are to;

- Ensure Club Members are aware of club and legal requirements in relation to fundraising and their event.
- Ensure that all fundraising and social events are endorsed by the Club.

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### 3. Definition

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**Club** – Scarborough Surf Lifesaving Club

**Club Member** – Financial member of Scarborough Surf Lifesaving Club

**Executive** – Elected Club Executive Committee

**Fundraising Event** - any event either initiated by the Club through its management structure or initiated and organised by a club member or group of members from which the Club may earn an income; or Club members may earn an income in the name of the Club by their participation as volunteers, with the exception of Prize Money

**Fundraiser or Event Coordinator** – The individual or organisation holding the activity on behalf of the Scarborough SLSC

**Individual** - Financial member of Scarborough Surf Lifesaving Club

**Social Event** – Any event held at the club or externally for club members

**Sponsorship** – Any form of sponsorship (including product or cash)

Scarboro SLSC – Policies

6.4 Fundraising & Social Events

Version 1.1 August 2014



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### 4. Approval

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- i – Activities initiated by or through the Executive;**
- ii – Activities proposed by a member or group of members;**
- iii – Activities organised by other parties at which members are requested as volunteers.**

#### **i Approval of Events initiated by or through the Executive**

Prior to organisation by the Club of any event, the Executive will ensure that:

- All relevant permits and approvals are obtained;
- The Executive is satisfied that the event will be to the financial benefit of the Club;
- That the event fits the values of the Club
- That a suitable risk management plan is developed to reduce or eliminate any high risks

Once the approval has been granted in writing, these guidelines will form the basis of the terms and conditions of the event. Additional requirements for the event may be stipulated in the approval letter.

#### **ii. Approval of Events initiated and organised by club members in the name of the Club**

Prior to organisation by the club members of any event,

- The Executive must receive from the organiser all relevant permits and approvals;
- The Executive must be satisfied that the event will be to the financial benefit of the Club;
- That the event fits the values of the Club
- That a suitable risk management plan is developed to reduce or eliminate any high risks

Once the approval has been granted in writing, these guidelines will form the basis of the terms and conditions of the event. Additional requirements for the event may be stipulated in the approval letter.

#### **iii. Approval of Club members participation in any non-Club activity as volunteers in the name of the Club**

Any Club Executive Officer can give approval to any group of Club members to participate in any event as volunteers by action of which they will receive an income in the name of and for the Club provided that the Officer is satisfied with the nature of the event in question. During such participation, members will at all times abide by the Policies of the Club, especially in regard to their behaviour.

**All approvals must comply with all aspects of this policy.**

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### 5. Responsibilities of Event Coordinator

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Where the Executive has authorised the conduct of an event under section 4.ii above, the fundraiser/event coordinator, not Scarborough SLSC, will be responsible for the coordination and management of the event, finances, prizes, publicity and/or goods and services required to run the activity. However, where possible support and advice will be offered.

Any event promotional materials must be approved as part of the approvals procedure,

At all times the event/activity is to be promoted as 'All funds raised go to *Scarboro Surf Lifesaving Club*'.



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### 6. Logos and Patrol Uniform Usage

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The Scarboro SLSC logo is available upon request. Any placement of the Club logo by members or supporting commercial organisations **must be** approved in writing by the Executive.

The SLSA/SLSWA logo **must not** be used under any circumstances, without prior Executive approval in writing.

Patrol uniforms **must not** be used for any event that hasn't received both Club and SLSWA approval in writing (refer section 9). Permission to use patrol uniforms will only be granted for SLSWA sanctioned events such as providing water safety, the Annual Street Appeal or sanctioned fundraising events e.g. BBQs. It cannot be used for fancy dress parties or by bar staff, etc.

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### 7. Approaching External Parties for Support

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The Scarboro SLSC is regularly liaising with companies regarding their support. As such, members shall not approach any business or company for prizes or sponsorship without prior consultation with the Executive.

This is for the following reasons:

- They may already be a Club sponsor;
- It looks very unprofessional if a business is approached more than once;
- Approaching a national or state office could potentially impact on local sponsorships;
- The business in question may be in competition or conflict with a Club, State or National sponsorship agreement;
- The business in question may not uphold the values required to align with the Club.

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### 8. Finances

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As the event organiser, the member or group of members shall be responsible for all financial aspects of the activity including record keeping, management of funds, issuing receipts and returning funds to the Club.

The basic obligations are:

- Keep and provide the Club with accurate financial records including a budget for your activity.
- All funds raised must be returned to the Club within three days of the activity/event.
- Receipt books will be provided on request and must be returned to the Club.

#### Receipts

- Tax-deductible receipts can only be issued for donations \$2 or more.
- Receipts can be written and issued immediately for all money received.
- A tax deduction can not be claimed for monies received on behalf of others.
- A tax deduction can not be claimed for gifts that are donated to your activity.

All monies shall be deposited into the Club's bank account/s and will be used for general club expenditure.



## 6.4 – Fundraising and Social Events

Where an event is organised by a specific discipline of the Club in order to benefit that discipline through the purchase or maintenance of gear, then the Executive will consider whether the entire amount of profit from the event will be allocated to the budget of that discipline for that purpose.

Where an event is organised by a specific group of members in order to benefit the group by way of travel to the Australian Championships or other such purpose, the group can request that up to a maximum of 60% of the profit from the event will be allocated accordingly. These details must be outlined (and therefore approved) in the budget template.

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## 9. Compliance

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Depending on the event/activity that you're proposing to hold, there may be legal requirements that must be met.

**Use of Club Hall** – Unless in exceptional circumstances, events will be restricted to Friday nights.

**Liquor Licence** – The Club's liquor licence allows for the sale and consumption of alcohol until midnight on Friday. Alcohol can only be served by persons trained in the Responsible Service of Alcohol (RSA). If your event requires the sale of alcohol, further restrictions may apply.

**SLSWA Event Sanctioning** – If your activity is to provide water safety, a SLSWA Event Sanctioning Form must be obtained from the Club. Please return the completed form to the Club Captain, who will also be able to provide a calculation of costs.

***Under no circumstances should a quote be offered for water safety services without speaking to the Club Captain as SLSWA require us to use a set pricing structure.***



6.4 – Fundraising and Social Events

Fundraising, Sponsorship & Social Event Approval Request Form

Application date: .....

Name of group/individual planning the event or sponsorship

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Name of individual/s responsible:.....

Mobile:.....

Email:.....

Type of fundraising sponsorship activity, event:.....

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Name of activity or event:.....

Overview of fundraising activity or event:.....

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Date(s):..... Time:.....

Location:.....

How the will funds be raised?.....

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How many people are expected to attend?.....

Do you require use of a club logo? .....

Will you be promoting the event/activity on the Club website or enews?.....

Will you be seeking sponsorship for the event? .....

# Scarboro Surf Lifesaving Club



## 6.4 – Fundraising and Social Events

*If yes, please forward your target list and sponsorship proposal before approaching anyone.*

Does the event require the sale of alcohol?.....

If yes, do you have RSA qualified bar staff? .....

Applicant  
signature.....Date.....

### **Who to submit this form to;**

Admin Assistant for approval by Executive  
[enquiries@scarboro.com.au](mailto:enquiries@scarboro.com.au)

### **Please ensure that you include the following (where relevant);**

**Completed Approval Request From**

**Completed Budget Template**

**Sponsorship proposals**

**Promotional Materials**

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### **Office use:** Approved by:

Name..... Date.....

Signature.....

Additional Event/Activity Requirements/Restrictions;

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Scarboro Surf Lifesaving Club



6.4 – Fundraising and Social Events