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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.

Separate and apart from general sponsors who may approach the Club as an entity or be approached by the Board as a Club sponsor, sections of the Club may be offered a specific area sponsorship in the form of product or money.

These approaches must be approved by the Board 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 from the Board 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. Definitions

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Club – Scarborough Surf Life Saving Club

Club Member – Financial member of Scarborough SLSC

Board – Elected directors of the Club

Director – Elected member of the Board

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, group or organisation holding the activity on behalf of the Club

Individual - Financial member of the Club

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

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



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## 4. Approval

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### 4.1 Approval of Events initiated by or through the Board.

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

- All relevant permits and approvals are obtained;
- The Board 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;
- That the event/activity is endorsed by a resolution of the Board.

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.

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

Prior to organisation by club members of any event;

- The Board must receive from the organiser all relevant permits and approvals;
- The Board 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;
- That the event/activity is endorsed by a resolution of the Board.

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.

### 4.3 Approval of Club members participation in any non-Club activity as volunteers in the name of the Club

- Any Director can give approval to any group of Club members to participate in any event as volunteers by action from which they will receive an income in the name of and for the Club provided that the Director is satisfied with the nature of the event in question.
- Following the granting of such approval, the Director concerned will ensure that such approval is recorded in the minutes of the immediate next Board meeting.
- 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 Board has authorised the conduct of an event under section 4.2 above, the fundraiser/event coordinator, not Scarborough SLSC, will be responsible for the coordination and management of the event, including all 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 approval's procedure. At all times the event/activity is to be promoted as 'All funds raised go to Scarborough Surf Life Saving Club'.



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## 6. Logos and Patrol Uniform Usage

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The Scarboro SLSC logo is available for use upon request and only under the following conditions.

Any placement of the Club logo by members or supporting commercial organisations must first be approved by a resolution of the Board and granted in writing.

The SLSA/SLSWA logo must not be used under any circumstances, without prior approval by resolution of the Board and granted 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. Patrol uniforms 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 Club 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 Board. 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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### Records:

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 the activity/event.
- 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 and Tax Deductability:

- 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 cannot be claimed for monies received on behalf of others.
- A tax deduction cannot be claimed for gifts that are donated to the activity/event.

# Scarboro Surf Life Saving Club

## Policy 6.4 Fundraising and Social Events



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

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 Board will consider whether the entire amount of any surplus 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 surplus 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 is proposed to be held, 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 restricts the trading hours of the bar, permitted trading hours should be checked before any decision is made on operational hours for the activity/event.
- Alcohol can only be served by persons trained in the Responsible Service of Alcohol (RSA).
- If an event requires the sale of alcohol, further restrictions may apply.

### SLSWA Event Sanctioning

- If the activity is to provide water safety, a SLSWA Event Sanctioning Form must be obtained from the Club.
- The completed form must be returned to the Director Beach Operations, who will also determine a calculation of costs.
- Under no circumstances should a quote be offered for water safety services without first speaking to the Director Beach Operations as SLSWA require us to use a set pricing structure.

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## 10. Forms

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The following draft should be used when seeking approval to conduct any event or activity under this Policy.

# Scarboro Surf Life Saving Club

## Policy 6.4 Fundraising and Social Events



### Event Approval Request Form

Event/Activity Name:.....Application date:.....

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

Group/individual planning the event/activity or sponsorship:.....

Name of person responsible:.....

Mobile:.....Email:.....

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

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

Location:.....

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

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? .....

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 Board approval [enquiries@scarboro.com.au](mailto:enquiries@scarboro.com.au)

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

- Completed Approval Request Form
- Completed Budget Template
- Sponsorship Proposal/s
- Promotional Materials

Office use: Approved by: Name.....Date.....

Date of Board Resolution granting approval.....

Signature.....

Additional Event/Activity Requirements/Restrictions:

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