



Currumbin Beach Vikings Surf Life Saving Club Inc. Fundraising Policy

Policy Register Number: CSLSC1.01

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Approved By: Club Council
Approved on: 14th October 2021
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Purpose:

The purpose of these guidelines is to clarify the organisation's fundraising policy

Scope;

- All members are required to cover their own surf sport expenses. The Club will provide fundraising opportunities to all members to assist in meeting these costs
- All members will have the opportunity to fundraise in the season via email registration to the Club Administrator
- Members wishing to do additional raffles and in particular raffles at locations not allocated by the Club must have the activity first approved in writing by the Club CEO. Failure to comply with this will result in the members involved in the fundraising automatically forfeiting their fundraising amounts and may result in further disciplinary sanctions from the Club
- A member is eligible to use fundraising funds for the purchase of lifesaving equipment and/or services (to enhance their lifesaving skills) where their fundraising balance permits
- Each member undertaking fundraising activities will be provided with their own individual fundraising ledger recording the amount of funds raised and funds used. However, where it is deemed more appropriate, fundraising may be allocated to a section as a whole and without individual allocation
- The Accounts Manager will be responsible for maintaining the fundraising ledgers. All payments and/or reimbursements to members will be based upon the balances recorded in the ledger maintained by the Accounts Manager
- Reimbursement may be provided to the members upon receipt of the above expenses on an official CSLSC expense claim form. At no stage will funds be paid to the member prior to the exchange of receipt of expense for an item. The final discretion for reimbursement of funds will rest with the Club CEO and Finance Manager
- If a member hasn't expended their funds prior to the end of the relevant financial period (30th April) funds accrued during the season will be forfeited
- Members may apply to the Club CEO and Finance Manager to have accrued funds carried forward to the proceeding financial year. Each request will be considered on an individual basis relevant to the members circumstances and the member advised in writing about the outcome