



Policy 124

CLUB FUNDRAISING POLICY

Applies to:	Board, Staff, Club Committee Volunteers, Contractors, Teachers & In Pool volunteers
Responsibility:	General Manager
Status	Drafted 3/2021
	Board Approval 4/2021
	Date for Future review 4/2024

Policy

The Board of Rainbow Club supports raising funds for the operations and development of Rainbow Club so that children and young adults with a disability can learn to swim. The Board and staff make many requests for grants and donations and each year it organises the Murray Rose Malabar Magic Ocean Swim to raise funds to support the strategies approved by the Board.

The Board complies with the Fundraising regulations as set out in the [Charitable Fundraising Act 1991 \(NSW\)](#), and [Charitable Fundraising Regulation 2015 \(NSW\)](#).

Procedures

Rainbow Clubs are encouraged to fundraise to improve the social participation in their club and must comply with the following guidelines and procedures

- Rainbow Club is a registered charity and there are laws and guidelines that we must follow when fundraising.
- Rainbow Club has a Charitable Fundraising Number (CFN) issued by NSW Fair Trading which allows our organisation to fundraise. Rainbow Club’s licence number is CFN 11011.
- A fundraising appeal is when someone asks for or receives money, property or other benefits, for an appeal with a charitable purpose, or in support of an organisation which has a charitable purpose.

Examples of fundraising activities may include requesting donations, selling merchandise, or holding events to raise money.

- A donation is when money or property is given voluntarily to Rainbow Club without any expectation of anything being given in return. Donations made to Rainbow Club are tax deductible to the donor as Rainbow Club is endorsed by the Australian Tax Office (ATO) as a Deductible Gift Recipient (DGR).

1. Fees, Grants & Fundraising

Term fees paid by members contribute towards swim teacher wages including superannuation, pool hire and overheads (insurance, technology, staff support).

Each year the Rainbow Club Board organises a major fundraiser – the Murray Rose Malabar Magic Ocean Swim - to subsidise the above costs and to expand Rainbow Club to meet the demand from families on our waiting list.

From time-to-time Rainbow Club directors and staff will submit grant applications either on behalf of a club or for the organisation as a whole. When a grant is successful, local club members are encouraged to participate in cheque presentations noting that the way in which the funds are expended is at the discretion of the Rainbow Club Board and management team, taking into account:

- Specific grant conditions (for example, if funds must be spent in a particular way), and
- The needs across the entire organisation

Grant funding received under a specific club name will be spent in that club and any surplus which the club may generate will be used for the greater good of Rainbow Club.

2. Fundraising at a Club

Social participation is an important part of Rainbow Club and we encourage individual Rainbow clubs to fundraise for social activities in their club. Typical forms of club fundraisers are donations, events, raffles and participation in the Murray Rose Malabar Magic Ocean Swim.

A Magic Rainbows team is a combined team of members, teachers or family members who participate in the Malabar Magic Ocean Swim in February each year and who use their participation to raise funds for their club. The funds raised by members of the Magic Rainbows are allocated to that club to be spent in accordance with above guidelines and approved by Rainbow Club Cluster Manager.

3. Club Fundraising

Any club wishing to fundraise must

- a) Get approval from your Rainbow Club Cluster Manager. Some things that will need to be considered are:
 - If a collection is going to be undertaken in any public space, the local council will need to be contacted to determine whether approval is required.
 - If a collection is going to be undertaken in a privately owned space, Rainbow Club must first obtain written approval from the owner of the private space.
 - If goods or merchandise are sold, a stock inventory record must be maintained.

- b) Talk to your Rainbow Club Cluster Manager about what support you will need for your fundraiser (for example, requests for prizes or donated goods from local suppliers)
- c) Avoid handling cash. A credit card reader or EFTPOS machine will be made available to your club. Consider asking for funds to be deposited directly into Rainbow Club's bank account (ensure a reference specific to your club is used)
- d) Ensure all funds are deposited into Rainbow Club's "Clubs Account" during the fundraising period or within 3 days after the fundraising day/period ends:

Account Name: Rainbow Club Australia Inc

Bank: Commonwealth

BSB: 062 000

Account Number: 1600 3587

- e) Use funds raised for the purpose for which they were raised (eg Christmas Party, social participation activity) within 12 months of the fundraising activity. After this time, any unspent funds raised will be used across the Rainbow Club network depending on the needs and priorities of the organisation at that point in time.
- f) If supplier invoices or personal reimbursements need to be paid (in relation to the spending funds raised for the club's specific purpose), email the tax invoices or detailed receipts to Rainbow Club for payment (email to accounts@myrainbowclub.org.au). Credit card receipts alone will not be accepted. Rainbow Club pays invoices and reimburses expenses on a fortnightly basis.

4. Issuing Receipts

If a donation is made and a receipt is requested by the person making the donation, email the following details (donation amount, method of payment e.g. EFT, name of donor, contact number and email address of donor) to finance@myrainbowclub.org.au.