



# **Kiwi West Aquatics Inc.**

## **Policy # 13 Fundraising**

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### **Rationale**

Like most voluntary organisations, Kiwi West Aquatics Incorporated is reliant on the financial contribution of members for many of the activities and/or purchases that it undertakes throughout a year.

In the main, those participating in a particular tour/trip will be required to meet the costs of such. If however, the costs are significant then the Swim Team may decide that a fundraising activity is appropriate in order to reduce the costs for individuals and to cover the costs of team management and/or coaching staff. Similarly if the Club decides that it needs to purchase a particular item, it may decide to fundraise for such in order to lessen the financial burden on Club funds.

### **Purpose**

This policy is designed to establish some parameters around who is responsible for and can undertake fundraising activities for Club activities.

### **Guidelines**

1. Individual Club members cannot undertake fundraising activities for the benefit of an individual.
2. The Swim Team must approve all fundraising activities for swim team activities.
3. If the Admin Group decides that it has a need to purchase goods/services that should be funded from a fundraising activity, this will be co-ordinated through the Swim Team. They will be responsible for organising the activity, which must fit in with their annual fund raising plan. In this instance, the Swim Team will retain 10% of the funds raised for the general fund raising pool.
4. The Swim Team will be responsible for all fund raising activities associated with any trip/tour that involves Club swimmers, and this will be the reason for the majority of fundraising activities for the Club.
5. While the Admin Group will be responsible for organising and running any Club carnival(s) the proceeds from such will be transferred to the Swim Team's general fund raising pool, to be utilised for swim team purposes that benefit and advantage all swim team members.

6. All Club members will be expected to participate in general fund raising activities on behalf of the Club, including Club carnivals.
7. Funds raised will either; (1) be allocated to an individual on the basis of an individual's effort, (2) go into the general fund raising pool, or (3) a combination of both based on a percentage allocation. The organiser of the fund raising activity must decide beforehand how the funds are to be allocated and this information must be provided to Club members in the preliminary information provided on the activity.
8. Under **no circumstances** are funds raised through fund raising activities to be paid out to an individual. They can only be used for accommodation and/or travel costs associated with a Club organised trip/tour.
9. If an individual decides that s/he will not be participating in a trip/tour for which they fund raised for, any funds that have been allocated to them individually will remain against their name to be used for accommodation and travel costs on the next occasion that they decide to participate in a Club trip/tour.
10. When a swimmer leaves the Club, any funds allocated against their name will be added to the general fund raising pool. Funds will not be paid out to an individual or transferred to another swimmer, unless the swimmer is from the same family. The funds however must still be used to off set accommodation and travel costs associated with a Club trip/tour.
11. The Admin Group and the Swim Team have agreed that 10% of the proceeds from all fundraising activities will be paid into the Club's operating account. The exception to this is detailed in 3 above.
12. From time to time the Swim Team may form a Fundraising Committee, whose role will be to co-ordinate fund raising activities as directed. The Committee will be made up from Club members.

### **Conclusion**

Fundraising is a normal part of the Club's activities and is designed to benefit individuals and the Club. The Swim Team has the major role to play in organising fundraising activities however it is recognised that support from all Club members is needed in order to make any fundraising venture successful. Both groups will be involved in and assist with fundraising activities.