



Skate SA Fundraising, Donations and Refunds Policy

BYLAW 12

Fundraising, Donations & Refund Policy

Purpose:

Donations and fundraising are important activities to enable Skate SA to achieve our Mission and Strategic directions for the members. Skate SA is committed to ensuring that all fundraising, donations and collections are conducted in an ethical manner. This policy outlines Skate SA's procedures for the ethical and effective management and conduct of fundraising activities and also the acceptance and management of donations.

Scope:

This policy applies to all donations, gifts, fundraising activities (including cash & in kind) and to any person who is involved in the raising, collection and receipting of funds donated for Skate SA (incl all Branches) purposes, projects and activities. This policy is not applicable to sponsorship.

Overview:

Skate SA welcomes donations, gifts and fundraising support from members, government, community, staff, the business community and other organisations which support our mission, purpose, projects and activities.

Donations will be utilised for the purpose intended if specifically indicated by the donor or otherwise the general strategic operations of Skate SA.

Skate SA has registered projects with the Australian Sports Foundation and this partnership means that donations of \$2 or more for these projects are tax deductible.

Definitions:

Donation means voluntary contribution or gift, whether in cash or kind.

Donations will have the following characteristics:

- The payment or transfer is made voluntarily
- There is a payment of money or a transfer of a gift
- The payment or transfer arises by the way of benefaction (through a will or estate)

Donor means any person or organisation making a donation to Skate SA.

Bequest means a donation of cash, property or other resources by will.

Fundraising activity means all activities undertaken by or on behalf of **Skate SA** with the aim of receiving donations.

Pledge means a documented commitment to make a donation within a specified period of time.

Created: June 2017

Next Review: June 2018

Prospect means a prospective donor, i.e. an individual or organisation with both the financial capacity and the potential, in supporting Skate SA via a donation or a bequest.

Recognition means actions taken by Skate SA to recognise the generosity of donors, Individually or collectively

Tied donations refer to any donation given and received for a specified purpose that cannot normally be used for any other purpose without the donor's approval. (For example, specific projects) Tied donations may have an end date.

Untied donations refer to any donation given and received for no specified purpose that can be used at the discretion of Skate SA.

Will refers to a legal declaration of a person's wishes regarding the disposition of their property after death.

Principles:

Skate SA guiding principles underpinning this policy reflect our high integrity standards which are evident in all our activities, projects, programmes and operations.

- Fundraising activities will be carried out by Skate SA & will comply with all relevant laws.
- All processes for the acceptance and management of donations and fundraising activities will be transparent and ethical.
- All monies raised via fundraising activities will be used for the stated purpose of the appeal and will comply with Skate SA's mission, purpose and strategic directions.
- The confidentiality of donors and persons contributing to fundraising including personal information will be protected in line with their wishes and the requirements of privacy laws. This will not be disclosed to any third party without consent.
- Fundraising activities which may be detrimental to the reputation and standing of Skate SA will not be undertaken.
- Financial contributions will only be accepted from companies, organisations and individuals who comply with the ethical standards determined by the Board. Companies specifically excluded from making financial contributions to Skate SA include tobacco companies.
- A strategic, coordinated approach to fundraising, the seeking and acceptance of donations will be employed at all times.

Policy

- All donations in cash or in kind are provided to SkateSA with the purpose of supporting Skate SA's programmes, projects and activities.

- All formal approaches for fundraising by Board members, Committee members, staff, volunteers and other representatives will be coordinated and approved by the State Board &/or Branch management.
- When seeking “In Kind” Donations, any organisation or company needs to be approved prior to commencing discussions.
- The seeking of donations may be done through approved approaches and campaigns including direct mail, events, appeals, proposals or other method approved in line with the fundraising plan.
- Promotional materials are to be accurate, outlining the purpose and objectives of the initiative and approved as part of the marketing of the project.
- Donations are accepted by appropriate processing including a receipt in a timely manner.
- With “in kind” donations, the amount recognised will reflect current valuation of the goods or services.
- All collections will be completed by authorised personnel who will be identified stating that they are volunteers or staff and approved to complete the collection or fundraising.
- Any tied donations will be returned to the donor if a project or activity is not completed. The end date shall be determined by the Board.
- Reports of fundraising and donations for specific projects and also general activities will be prepared by the Management and provided to the Board and other relevant parties as required for reporting and compliance.
- Any request for a refund of a contribution by a donor will be considered and determined by the Board following an assessment of the underlying reasons and in line with the relevant policies.