

## FUNDRAISING

All fundraising activities **MUST** be sanctioned by the Management Committee **BEFORE** the commencement of **ANY** part of the proposed activity.

This includes approaches to any business or person for the provision of supplies or sponsorship or any person or players (past or present) seeking their support of or participation in the proposed activity.

Failure to follow the guidelines may, unfortunately, result in the cancellation of the event / activity and any sponsorship offered by the Club.

The following guidelines have been put in place to assist you to ensure this does not occur.

### Guidelines

1. Major fundraising (e.g. Nationals tournaments, Premier League) must be operated through the NABC Club bank account and not through any other account set up for the fundraising. This assists with accounting for GST and payment of invoices.
2. An outline of the proposed activity must be submitted via [admin@nabc-rockets.club](mailto:admin@nabc-rockets.club) for approval with sufficient time to allow due consideration. The time required may depend on the complexity of the activity and the timing of the next subcommittee meeting.
3. A list of businesses, organisations or individuals that teams plan to approach is to be submitted to the Management Committee for sanction. This ensures there is no conflict with existing sponsors and that multiple approaches are not made to the same organisations.
4. Requests to businesses, organisations or individuals for assistance or sponsorship should, in most instances, be accompanied by a covering letter or invoice on NABC letterhead from either the Club Secretary, the Vice President (Administration) or Treasurer (for invoices).
5. Invoices for sponsorship obtained will be issued by the Club Treasurer. They will also arrange payment of any expenses accounts you receive for provision of services or items on production of an invoice. Again this assists with accounting for GST correctly.
6. No one other than Management Committee members are to use Club letterhead, the Club logo or the Club ABN without permission. Letters or emails that could be misconstrued as coming from the Club must not be used.
7. All funds collected by the team must be banked promptly to the Club account with an identifiable reference. An email must be sent to the Treasurer ([treasurer@nabc-rockets.club](mailto:treasurer@nabc-rockets.club)) providing details of the amount, date banked, how the funds were generated and which team / group they are for so they can be accounted for correctly.
8. Funds paid to the Club account will be held in trust until the funds are required by the team.

Any questions or requests for further guidance is via an email to [admin@nabc-rockets.club](mailto:admin@nabc-rockets.club)