FUNDRAISING POLICY

Current version:	V 12
Last reviewed:	November 2024
Next review date:	December 2026
Person responsible for review:	General Manager

Fundraising Policy

Purpose:

To ensure that the process for facilitating fundraising activities hosted by FDNA or any subsidiary is well documented and that guidelines are adhered to when conducting the activity.

To ensure that due consideration is given to the potential commercial implications any fundraising activity may have on FDNA revenue and responsibilities to the FCC Lease.

To provide the Board of Management and/or relevant Staff with a guide to safeguard against inappropriate organisations becoming associated with FDNA, and to ensure the Association's values and purpose are reflected by its community dealings.

To ensure that the good standing and reputation of FDNA and its principal partners are not brought into disrepute by any fundraising activity.

Policy:

FDNA encourages and supports fundraising activities for the purposes of reducing barriers to participation and/or supporting community organisations.

FDNA will facilitate fair and equitable opportunities for its subsidiaries and affiliated clubs to raise funds via fundraising activities.

FDNA recognises the additional revenue stream that fundraising can provide in the reduction of fees or increasing the value of services provided for participants. FDNA supports a number of community organisations and will support events which comply with the Community Partnerships Policy.

The Operations Manager (or delegate) will assess each Request for Fundraising Activity by FDNA affiliated Clubs/subsidiaries against this policy.

The following activities will not be allowed in any facility under the control of FDNA:
- Food or Beverage sales
- Tobacco/Gambling/Online Dating Services or similar
- Activities scheduled for the same day as another approved fundraising activity (unless agreement between all parties is reached)
- Activities that are deemed an unacceptable level of risk
- Activities that may bring FDNA, FDNA partners or FDNA Clubs into disrepute
- Activities that are in direct competition of FDNA sponsors / partners
- Activities that are in contravention of other FDNA policies (i.e. healthy food/drink policy, GoodSports, etc)

The following activities may be restricted by FDNA, at the sole discretion of FDNA:
- Activities proposed to be run over more than one competition day
- Activities which may be impacted by weather conditions
- Activities which ask for repeated contributions from the same patrons
- Activities run by a club that restricts fair access/ability for other subsidiaries to host fundraising activities.

Fundraising requests will be assessed against this Policy, on its own merits and at the sole discretion of FDNA.

Procedure

FDNA subsidiaries wishing to host fundraising activities at FDNA controlled facilities need to apply for approval before conducting them.

1. Complete the form which includes;
    a. Summary of fundraising event, including equipment required etc
    b. Initial risk assessment
    c. Copy of Public Liability Insurance and Waiver
    d. Copy of relevant qualifications/accreditation if applicable (e.g WWC)
2. Submit to Operations Manager or delegate
    a. FDNA will conduct internal review
3. FDNA will respond within 5 business days
    a. FDNA may approve fundraising activities only subject to agreed adjustments
4. A fundraising schedule will be maintained as part of FDNA's annual calendar
5. Communication with other Clubs/stadium user groups will be coordinated by FDNA
6. A summary of fundraising success (and level of funds) should be submitted to FDNA for research purposes (to be clear, FDNA does not seek a split/share of funds)

Application Form: https://forms.office.com/r/MBHtc3QM48
FDNA Fundraising Policy: https://frankstonnetball.com.au/policies/
FDNA Fundraising Activity Waiver: Activity Waiver .docx
Template Risk Assessment: Risk assessment template.docx