



Cleveland Air Magic Assoc. Inc
PO Box 67, Cleveland QLD 4163

Fundraising Policy

Policy overview and purpose

Cleveland Air Magic (CAM) is a small not for profit club and as such relies heavily on fundraising opportunities to raise much needed funds to ensure the club can continue to grow and improve. CAM is an organisation that is based on the commitment of volunteers including coaches to enable it to operate and prosper. Funds raised can be allocated for a number of purposes to enhance the club's facilities, equipment, assist travelling teams or projects the Executive committee deems on an as needed basis. For the purpose of this policy, fundraising includes money, goods, services or gifts in kind. These funds include those donated directly by parents, team members and from sources outside the club.

Guidelines for all fundraising activities

- All fundraising activities must be approved by the Cleveland Air Magic Executive Committee prior to the fundraising activity being initiated
- All fundraising activities must adhere to the clubs, constitution, codes of conduct and relevant policies
- As a not for profit organisation, the club is governed by these laws and all fundraising activities must comply with these requirements
- The activity must be for the purpose of raising funds for the betterment of Cleveland Air Magic
- Any use of the club logo/name must be approved in advance by the Executive Committee and must be in accordance with the club constitution, codes of behaviour and other relevant policies
- Issues of liability must also be considered (e.g. Bunnings BBQ) especially where sign off is required by a representative of the club as only nominated club officials can sign off agreements/order on behalf of the club
- Fundraising Activities must not conflict with current club sponsorships or affiliates
- Fundraising activities cannot be conducted at club events/activities etc without prior club approval
- All fundraising to comply with the club's finance policy and reported accordingly to the treasurer
- Fundraising Co-ordinator is to oversee all fundraising projects



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Guidelines for individuals or skipping squad fundraising activities (eg. paid performances/travelling teams)

- Any fundraising activity that targets a specific skipper and/or group of skippers requires a **minimum of 10% kickback** to the club. 10% is non-negotiable. The executive committee reserves the right to waive or increase this % as they see fit
- The kickback % and or amount will be established by the Executive Committee at the time of approving the fundraising activity and will be clearly advised in writing to the relevant parties
- All paid performances will be subject to approval and 10% kickback to CAM and any funds raised are to be equally distributed amongst all performers

To gain approval

A formal request to fundraise should be submitted in writing and must be lodged with the club secretary a minimum of 8 weeks prior to the activity. If you have any questions about fundraising or difficulty meeting the submission timeline please email the secretary to discuss – secretary@clevelandairmagic.org

Once submitted, the Executive Committee will review each application at the General Committee meeting. The outcome of this review will be communicated to the team contact nominated on the fundraising request within 3 working days of the meeting being held.

As CAM has financial responsibility for all club funds, the approval process is intended to give awareness of funds entering the club, ensure the safety of the skippers, the integrity of the club and ensure the club is associated with reputable organizations. The Executive Committee will use its best judgment in approving a fundraiser and allocating the funds.

If you wish to discuss further please email the club Secretary - secretary@clevelandairmagic.org or the club Fundraising coordinator – fundraising@clevelandairmagic.org

Non-Compliance

Any club member who breaches the fundraising policy will be reported to the committee and may face disciplinary action. Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure contained in the CAM Constitution