

# FUNDRAISING POLICY



Fundraising may be undertaken by teams preparing for National and International events. Fundraising activities must be approved by the MCWPC Board.

## MCWPC GUIDELINES FOR FUNDRAISING ACTIVITIES

- The activity must be for the purpose of raising funds for team support to attend national and international events.
- Any use of the MCWPC logo must be approved in advance by the MCWPC Board.
- Issues of liability must be considered particularly where sign off and approval is required by a MCWPC representative as only nominated MCWPC officials can sign off agreements/orders on behalf of the club.
- Fundraising options must not conflict with any MCWPC sponsorships or commercial arrangements.
- Financial Records of all funds raised and payments made need to be documented and reported to the MCWPC Treasurer.

## PROCESS FOR MCWPC APPROVAL FOR FUNDRAISING

- Email details of the Fundraising activity to the MCWPC Board Secretary. Details are to include:
  - Name of the team conducting the Fundraising Activity
  - Name of contact person and contact details including phone and email
    - Date(s) of proposed fundraising activity
    - Location of proposed fundraising activity
      - Details of the Fundraising activities
      - Details regarding permits and approvals if required
  - Details of any prize offered, including value of prize (prize valued at \$5000 or greater require permits)
    - Promotion of fundraising activity
- MCWPC Board to consider Fundraising Proposal.
- MCWPC Board will advise in writing if approval for the fundraising activity has been granted.

