

# Labrador Scout Group

## Fundraising Policy

June 1st 2021



In order to support the Youth Program, Labrador Scout Group members, parents & carers will be involved in raising funds.

### IMPORTANT - Queensland Branch Scouting Instructions (QBSI) 6.8 Fundraising

- Funds gained from sausage sizzles, car washes, sale of baked goods, chocolates etc. or service at community events such as a marathon, triathlon, school fete are considered 'earned'.
- Funds raised by raffles, guessing competitions etc. are seen as soliciting and are the responsibility of the Group's Executive Committee. Youth members should not be involved in these activities.

### TYPES OF FUNDRAISING:

- Sausage sizzles held at Bunnings, Officeworks, Woolworths, Harvey Norman stores and other venues as available.
- Recycling of cans / bottles etc. Appropriate items to be placed in the recycling bins at the front of the den. All funds raised through recycling will be allocated to general Group funds.
- White Elephant stall / Garage Sale / Car Wash or similar events held at the Den.
- Service at School Fetes, Open Days, Sporting events and with Community Groups.
- All fundraising ideas will be considered by the Fundraising Co-ordinator or Group Leader.

### WHAT THE FUNDS ARE USED FOR:

#### **Section Fundraising – see page 2**

District or Region Camps, special outings (expos, shows), a specific expensive item for their section use only.

#### **Group Fundraising – see page 2**

Maintenance, Utilities, Group Equipment, Repairs to Den, Special Projects

#### **General Fundraising – see page 2**

Assigned within Xero for a member to use for any Scouting activity, camp, group invoice etc.

### SECTION FUNDRAISING:

1. All Sections are permitted to conduct a fundraising event: for example, BBQs at Bunnings, Officeworks, Harvey Norman; holding a carwash, garage sale etc. with the approval of the Group Leader.
2. All funds must be banked within two working days of the event. These funds must be receipted directly into the Group's bank account, with the Group Treasurer recording these funds using the appropriate entry within Xero.
3. These funds may be used at the discretion of the relevant Section Leaders; however, any use of these funds must be documented, transparent, fully accountable and in accordance with QBSI.
4. Sections must liaise with the Group Leader, Treasurer and / or Fundraising Coordinator to ensure correct procedures are followed.

## GROUP FUNDRAISING:

1. The Group may conduct fundraising activities for Group-related expenses.
2. All funds must be banked within two working days. Funds must be receipted directly into the Group Account, with the Group Treasurer recording these funds using the appropriate entry within Xero.
3. These funds may be used at the discretion of the Group's Executive Committee; however, any use of these funds must be documented, transparent, fully accountable and in accordance with QBSI.

## GENERAL FUNDRAISING:

Funds assigned within Xero for a member to use for any Scouting activity, camp, group invoice etc.

Funds can be held for a major activity upon liaison between the member's parents / carers, their Section Leader and the Group Treasurer.

## FUNDRAISING TERMS & CONDITIONS:

### Notification of Fundraising Activities may be via:

- Email
- Newsletter
- Facebook Group
- Event calendar on den wall

Check these locations often to keep informed and to apply early.

### Places are limited and PRIORITY will be given to:

- Members assisting with non-fundraising events, for example, Den Working Bees.
- Uniformed Members

1. Applicants **MUST respond via email** to the Fundraising Co-ordinator / Fundraising Sub-committee with the following information to be considered for an allocation. Missing information may result in the application being rejected.
  - ☐ Name
  - ☐ How many people (uniformed and family members) can be available
  - ☐ The time they are available, for example: 10am – 2pm, all day, AM/PM
2. A limit of one (1) non-uniformed family member may assist in a General Fundraiser. This is to give ample opportunity for other members to receive allocations. However, this can be ignored if not enough uniformed members are available.
3. Notification of rosters will be posted to successful applicants via email a minimum of 2 weeks prior to the event. Last-minute events notifications will be given as early as possible.  
If a member is unable to attend their rostered allocation, they must inform the fundraising co-ordinator immediately.

4. Funds raised are distributed according to the amount of time a rostered person spent directly involved with the event. e.g., 2 members and 1 family member help out for 5 hours each = 3x5 hours allocated, a total of 15 hours.
5. All payments will be made within Xero (for group invoices) or by direct deposit to the special event account from the General Fundraising balance of the uniformed member in the Labrador Scout Group account.
6. In the situation where a member has fully raised all funds required for a special event the full payment will be made by direct deposit after their application has been accepted by the special event.
7. In the circumstance where a member has a positive balance in the General Fundraising account at the time of transferring to another Scout Group and has no unpaid invoices owing to Labrador Scout Group, consideration will be given, upon the approval of the Group Leader, for the funds to be transferred to a similar account with the new scout group. It is the member's responsibility to contact the Labrador Scout Group Treasurer or Group Leader to request this payment to be made.
8. In the circumstance where a member has a positive balance in the General Fundraising account at the time of leaving Scouting, the balance can be transferred to a family member within the Labrador Scout Group. After the last family member has resigned from the Labrador Scout Group the balance will be placed into the Labrador Group funds.
9. Seventy (70) percent of funds raised by members at a General Fundraising event is added to their individual General fundraising balance with thirty (30) percent remaining with the Group.

## THE FOLLOWING CONDITIONS APPLY TO ALL FUNDRAISING ACTIVITIES:

1. Members and their families MUST sign on and off at every event. Failure to do this may result in non-allocations of funds.
2. Any person attending a fundraising activity must identify themselves (for uniformed members) by wearing the uniform and for community events and the like, by clear display of flags or banners.
3. A suitable hat during daylight events is required.
4. Every person attending any fundraising activity is to maintain a professional standard and attitude at all times. The Labrador Scout Group is on display to the public. Any fundraising activity can also be used to promote the Group to potential youth members and leaders.
5. Any BBQ fundraising activity must follow Gold Coast City Council food handling guidelines.
6. Fundraising activities must be defined as General Fundraising, Section Fundraising or Group Fundraising prior to commencement of the activity.
7. Advertising at any event (General, Section or Group) must be for the Labrador Scout Group. Section only advertising is forbidden.
8. ALL money and paperwork from a fundraising event must be counted / completed and given to the Treasurer / placed in the Secure Mailbox for banking within two (2) business days of the event.