



Swindon Dolphin ASC Fundraising Team Charter

The Fundraising Team shall cover the following :

- Co-ordinate & Arrange Fundraising Activities (as defined in Rule 7)
- Advertise / publicise the above.
- Manage & prioritize a “wish” list. (see Note ~ below)
- To oversee, initiate the purchasing of Equipment/items from the wish list in accordance with the Wish List priorities.
- To report back to the Exec the status of the “wish” list and also Fund Raising activities.
- Maximize the benefits raised by Fundraising activities and ensure all proceeds/benefits are directed back to benefiting Swindon Dolphin Members.
- To streamline the overall process of raising & spending fundraising revenue, while also ensuring a full audit trail is captured covering all activities/actions throughout.

Rules & Procedures Governing the Fundraising Team Activities

The Fundraising Team

1. The Fundraising Team shall include Representatives from (or delegated by) :
 - 1.1 Finance Team.
 - 1.2 Management Team.
 - 1.3 Coaching Team.
 - 1.4 SD Swimmers / Members.
 - 1.5 Up to 3 SD Parents (*who are not linked to 1.1 to 1.3 above*)
 - 1.6 One other Exec Member (*who must be active within Fundraising activities*)

Request Prioritisation & General Rules

2. The Fundraising Team shall meet on a regular basis. The frequency of the meetings shall be determined by the team.
3. Each member of the Fundraising Team shall spend 4 months a year “Chairing” the team. This will involve arranging & organizing meetings during their respective time in this position.
4. Each member of the Fundraising Team shall have an equal Vote. Each Request for Fundraising revenue shall be voted on by the team. A simple Majority Vote shall carry. In the event of a drawn vote, the Chairperson shall make the final decision.
5. A Request submitted to the Fundraising Team can only be voted on when all the facts supporting the Request are known. These should be detailed on the Request for Fundraising Support form. Any supporting information such as Quotes should also be included with this form.
6. The Fundraising Team shall Prioritize/ Approve / Reject / Hold Requests while considering the following factors :
 - 6.1 Have the Request beneficiaries actively supported Fundraising Activities.
 - 6.2 All areas of the club must be considered in accordance of 6.1
 - 6.3 Fundraising Revenue will not cover Personal Expenses. Any such Requests will be deferred to the Executive Committee for Approval.
 - 6.4 Each Request is accompanied by all the related information (see section 5)
 - 6.5 The Fund Raising Team is not authorised to spend more that £1000 on any single Request, even if there are sufficient revenue to cover this. Any such Request will be submitted to the Executive Committee / Treasurer for Approval.
 - 6.6 The Fund Raising Team is not authorised to spend money that is not in the Fundraising pot.
7. Only Revenue generated from the following will be allocated to the Fund Raising pot :
 - 7.1 Bag Packing

- 7.2 Ad-hoc events such as Raffles which must be advertising as “Fundraising” in advance.
- 7.3 Buy.At (online shopping – agreed in 2008)
- 7.4 Club 100 (agreed in 2008)
- 7.5 Life Members Donations (new for 2008)
- 8. The list of qualifying Fundraising Revenue generating events as listed in section 7 shall be reviewed once a year by the Executive Committee.
- 9. Any Equipment purchased by the Fundraising Team needs to be added to the Clubs Asset list. Details of this equipment needs to be sent to the Club Secretary including Make / Model / Serial Number (if applicable), Warranty Details (if applicable).
- 10. The Fundraising Team Charter and applicable Rules can be changed at any time throughout the year with the approval of the Executive Committee. Any changes must be proposed and agreed with the Executive Committee in advance of the change becoming active.