



GUIDELINES FOR FUNDRAISING

Boccia SA committee has agreed that fund raising for Boccia in SA is a great idea for raising money, promotion and increase membership. All fundraising activities will be discussed at the next monthly committee meeting for approval.

However if an unplanned opportunity developed committee members will be able to make decision outside of committee meeting so long as the below criteria has been met.

The aim is to set up a calendar of fundraising events over a twelve month period.

The following questions need to be considered before the committee can arrive at a decision. All questions should be answered in writing and submitted to the President of Boccia SA and Secretary Boccia SA who will distribute to the committee members for consideration.

Questions to be answered:

1. What is the aim of the event? E.G. Raise money, Promote the sport, Increase membership.)
2. How much will it cost to hold the event? E.G. Hire of venue, Cost of food, Gas bottles, any other equipment to be used. These should be itemised with a cost attached)
3. What will happen to the money raised? Club use or into Boccia SA account. **At the present time because we are so small all money raised should go to Boccia SA and the committee then discuss how the money should be best used at club level etc.**
4. Money should be placed in Boccia SA account within 5 working days after the event. The Treasure of Boccia SA should be aware of how much money was raised and when to expect to see money in the Boccia SA bank account.
5. A brief report to the Boccia SA committee about the activity is required and presented at the next monthly committee meeting.

Additional Information:

1. How many hours will you need on the day to complete fundraising event?
2. How many people are needed to work at the fundraising event? Will these include volunteers?



3. If food is to be provided please estimate how much the food will cost and how much food will need to be purchased.

4. Please provide an estimate of how many gas bottles will be used if the fundraising event is a barbeque. Include the cost of filling these if required. (An estimate is OK)

5. If food is to be sold please provide a cost per serving I.E. 1 sausage, onion, sauce and bread (\$3.00) and any variations to this and cost.

6. Please provide for the committee a rough estimate of how much money you hope to raise on the day.

Once all information has been collected the Boccia SA Committee members will review the cost outlaid against predicted monies raised, potential new members or promotional benefits.

Boccia SA's decision about the proposed fundraising will be final and a summary of reasons minuted and placed on the website for athletes and their family to read.