

POLICY: EXEC-CEO-009

FUNDRAISING DONATION POLICY

PURPOSE

To provide guidance to staff of City of Kalgoorlie-Boulder when requested by not for profit organisations to undertake fundraising or provide donations. This policy is linked with EXEC-CEO-006 Event Sponsorship.

DEFINITIONS

The City:	The City of Kalgoorlie-Boulder
External sites:	Any facilities external to the Administration Building
Individual:	Private person not acting on behalf of the City

STATEMENT

The City receives requests from community groups and charity organisations throughout the year to assist them with fundraising on their behalf or to provide donations. This policy will clarify the process to be undertaken when such requests are received.

The following conditions and guidelines apply when requests are received:

1. Sites can place fundraising advertising opportunities on the reception counters for charitable fundraising, subject to approval by the relevant Director.
2. Raffle tickets and collection tins are not permitted at any location.
3. Cash sponsorship/donations are only not permitted and requests should be dealt with under the EXEC-CEO-006 Event Sponsorship Policy or by approval of Council.
4. Oasis Recreation Centre
 - 4.1. The Manager of the Oasis is authorised to donate non-cash sponsorship items up to the value of \$150.
 - 4.2. Requests for non-cash sponsorship/donation valued between \$151 to \$500 are to be approved by the Director.
 - 4.3. Requests for sponsorship/donation valued over \$500 are to be applied for through the Community Grant Program with referral to the CEO for final approval in accordance with Delegated Authority.

- 4.4. Costs associated with sponsorship/donation are to be allocated against marketing budgets for the Oasis, with a quarterly report listing all donations approved under this policy.
5. Kalgoorlie Golf Course
 - 5.1. Staff at the Kalgoorlie Golf Course are to forward all requests for sponsorship and donations to the Commercial Manager for approval.
 - 5.2. The Commercial Manager is authorised to donate non-cash sponsorship items up to the value of \$150.00.
 - 5.3. Requests for non-cash sponsorship/donation valued between \$151 to \$500 are to be approved by the Director.
 - 5.4. Requests for sponsorship/donation valued over \$500 are to be applied for through the Community Grant Program with referral to the CEO for final approval in accordance with Delegated Authority.
 - 5.5. Costs associated with the sponsorship/donation are to be allocated against marketing budgets for the Kalgoorlie Golf Course, with a quarterly report listing all donations approved under this policy.
6. Upon approval the relevant officer must ensure the Public Relations Coordinator is advised of the sponsorship/donation and of any events planned.
7. The City of Kalgoorlie-Boulder should be acknowledged at all times in promotional material, when dealing with media or the presentation of cheques to the charity.

RELEVANT DOCUMENTS

EXEC-CEO-006 Event Sponsorship