**Wakefield Athletic JFC Fundraising Policy**

**Introduction**

This fundraising policy outlines the guidelines and procedures for fundraising activities within Wakefield Athletic Junior Football club. The policy aims to promote responsible and effective fundraising efforts while ensuring transparency, accountability, and alignment with the club's objectives.

1. **Yearly Fundraising Target**
   1. The club will set a yearly fundraising target that all members are encouraged to support for the benefit of the club.
   2. This target will be based on the needs of the club for that season and will contribute to overall club development, operational expenses and any other needs – such as ground development, winter training venue hire, new equipment etc.
   3. The yearly target will be communicated to members at the beginning of the season in the form of a campaign outlining how much we aim to raise and the purpose of the target.
   4. The club fundraising committee will look to create club events to support with reaching this target, but age groups and teams are encouraged to find initiatives to support with these campaigns as well.
2. **Age Group Fundraising**
   1. As well as the club target, each age group within the club is encouraged to engage in fundraising activities to support their respective team's needs.
   2. Fundraising activities organised outside of the club target, by teams or age groups should only be arranged with a purpose in mind – ie purchase of equipment, events, gala entries etc. and not just for the sake of raising funds.
   3. Any fundraising activity should be proposed to the Fundraising Committee prior to organising. This will ensure that the plans don’t interfere with other fundraising activities at the club and ensure that they are captured as part of the clubs’ overall fundraising activity and communicated across the club.
3. **Central Fund Holding**
   1. Any funds raised by individual age groups must be paid into the club accounts where a record of the amounts raised will be ringfenced for the age group/team. Teams should also provide a receipt detailing the activity which has taken place, any expenses and the funds raised.
   2. If the funds raised are to be used to purchase items such as equipment, this should be done, where possible via the club, paying funds initially into the club, then requesting the funds to pay for goods by providing an invoice/receipts.
   3. If any funds are spent prior to being paid into the account, any remaining funds must be paid into the club accounts and full receipts of funds raised and purchases made MUST be given to the treasurer for our records.
   4. All funds raised MUST be accounted for and the steps above taken to ensure traceability. This is for the protection of the club and its members as well as providing transparency and accountability to those who support the clubs fundraising activity. Any misappropriation and/or withholding of raised funds from the club will be seen as a disciplinary offence and could result in immediate dismissal from the club.
4. **Receipts for Audit:**
   1. All expenditures made using raised funds must be supported by valid receipts. This practice ensures transparency and facilitates auditing processes.
5. **Fundraising Event Coordination** 
   1. Pre-Approval: All fundraising events planned by individual age groups must be pre-approved by a designated member of the club committee. This pre-approval ensures that the event aligns with the club's values and doesn't conflict with other scheduled activities.
   2. Club Calendar: Approved fundraising events will be added to the club calendar to maintain clarity regarding scheduled activities and prevent overlaps.
   3. Committee Discretion: The club committee reserves the right to decline fundraising activity requests if they are deemed not in the best interests of the club or if they clash with other planned events.
6. **Fundraising Committee** 
   1. Formation: A fundraising committee will be established, managed by the fundraising officer. The committee will consist of volunteer representatives from each age group within the club.
   2. Responsibilities: The fundraising committee will be responsible for planning and coordinating club-wide fundraising events. They will also facilitate and coordinate fundraising activities conducted by individual age groups.
   3. Collaboration: The fundraising committee will work closely with the club committee to ensure alignment with the club's overall goals and values.

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