

**Fundraising Policy**

Fundraising may be undertaken by teams preparing for National and International events. Fundraising activities must be approved by the MCWPC Board.

**MCWPC Guidelines for Fundraising Activities**

* The activity must be for the purpose of raising funds for team support to attend national and international events.
* Any use of the MCWPC logo must be approved in advance by the MCWPC Board.
* Issues of liability must be considered particularly where sign off and approval is required by a MCWPC representative as only nominated MCWPC officials can sign off agreements/orders on behalf of the club.
* Fundraising options must not conflict with any MCWPC sponsorships or commercial arrangements.
* Financial Records of all funds raised and payments made need to be documented and reported to the MCWPC Treasurer.

**Process for MCWPC Approval for Fundraising**

* Email details of the Fundraising activity to the MCWPC Board Secretary. Details are to include:
* Name of the team conducting the Fundraising Activity
* Name of contact person and contact details including phone and email
* Date(s) of proposed fundraising activity
* Location of proposed fundraising activity
* Details of the Fundraising activities
* Details regarding permits and approvals if required
* Details of any prize offered, including value of prize (prize valued at $5000 or greater require permits)
* Promotion of fundraising activity
* MCWPC Board to consider Fundraising Proposal.
* MCWPC Board will advise in writing if approval for the fundraising activity has been granted.