HALLETT COVE SCOUT GROUP

Scout Hall - Quailo Avenue, Hallett Cove (Perry Barr Farm)
Postal Address - PO Box 551, Brighton SA 5048
Group Leader – Jamie Hoskin
Email - gl.halletcove@sa.scouts.com.au
Web - www.hallettcove.sa.scouts.com.au

FUNDRAISING POLICY

1. PURPOSE

1.1 This policy provides a clear, consistent framework for all fundraising activities conducted by Hallett Cove Scout Group, from routine Group fundraising to Fundraising for specific projects and Scouting events.

1.2 The policy sets out requirements for approving, conducting, managing, and allocating fundraising proceeds, including individual fundraising credits where applicable.

1.3 The policy promotes transparency, fairness and financial accountability while ensuring Fundraising supports the Group's objectives and enables members to participate in Scouting activities.

2. SCOPE

2.1 This policy applies to all youth members, Leaders, parents and guardians, Committee members and volunteers who participate in or support fundraising activities conducted by Hallett Cove Scout Group.

2.2 All fundraising activities must comply with this policy, applicable Scouts Australia requirements, and the Group's financial procedures.

3. MEMBERSHIP AND ELIGIBILITY

3.1 Participation in Fundraising

3.1.1 Members and their families may participate in approved fundraising activities to support the Group's fundraising objectives.

3.1.2 Participation in Fundraising does not automatically entitle a member to individual fundraising credits. Eligibility for credits depends on the approved purpose and allocation method for the relevant activity or event.

3.2 Member Rights and Responsibilities

3.2.1 Members may participate in approved fundraising activities, subject to any requirements or limitations associated with the activity.

3.2.2 Members are expected to fulfil any fundraising commitments they have agreed to undertake or, where necessary, arrange an appropriate replacement.

3.2.3 If a member transfers to another Scout Group, the Committee may, at its discretion, allow the member to use their allocated fundraising credits towards eligible Scouting event costs, including events organised at Group, District, Region, Branch, or National level. Any reimbursement remains subject to Section 6 and the conditions of this policy.

3.2.4 New members transferring from other Scout Groups are encouraged to participate in fundraising activities. The approved allocation method for the relevant activity or event determines eligibility for fundraising credits.

4. ADULT ROLES AND RESPONSIBILITIES

4.1 Parent Committee and Group Leader

4.1.1 The Parent Committee oversees fundraising activities and approves fundraising plans, budgets, intended purposes and allocation arrangements.

4.1.2 The Fundraising Coordinator coordinates fundraising activities, maintains appropriate records and provides the Parent Committee with regular financial updates.

4.1.3 The Group Leader oversees fundraising-related activities to ensure they align with Scouts Australia requirements, Group procedures and existing partnerships.

4.1.4 The Group Leader must approve fundraising-related social media and public communications before publication.

4.2 Fundraising Sub-Committees

4.2.1 Fundraising sub-committees operate under the Parent Committee's authority.

4.2.2 Fundraising sub-committees report to the Parent Committee through the nominated Fundraising Coordinator and Group Leader.

4.2.3 Fundraising sub-committees must obtain the required approvals before commencing fundraising activities or making financial commitments.

5. FUNDRAISING ACTIVITIES

5.1 Approval and Purpose of Fundraising Activities

5.1.1 All fundraising activities must receive the required approval before proceeding.

5.1.2 The purpose of each fundraising activity must be established and approved before the activity takes place. Fundraising may be conducted for:

- The Group's general funds.
- A specific Group project or purchase.
- A particular Scouting event.
- Individual fundraising credits for eligible members.
- A combination of approved purposes.

5.1.3 The same type of fundraising activity, including a BBQ, may be conducted for different purposes. The activity's approved purpose, rather than the type of activity, determines how the proceeds are allocated.

5.1.4 Where Fundraising is intended to generate individual fundraising credits, the approved allocation method and eligibility requirements must be communicated to participants before the activity begins.

5.1.5 Approval decisions will consider alignment with Scouts Australia values and requirements, legal and ethical obligations, financial accountability, reputational risk, sustainability and the intended benefit of the activity.

5.2 Financial Accountability

5.2.1 The Fundraising Coordinator is responsible for maintaining accurate records of fundraising income, expenses and related transactions.

5.2.2 Regular financial reporting will be provided to the Parent Committee.

5.2.3 The Fundraising Coordinator will maintain clear communication about fundraising progress, outcomes and significant challenges.

5.2.4 The Committee will monitor and evaluate fundraising activities to support effectiveness, transparency and accountability.

5.3 Budgeting and Costing

5.3.1 A budget or reasonable estimate of expected income and expenses must be prepared for each fundraising initiative, appropriate to the scale and nature of the activity.

5.3.2 Quotes should be obtained where appropriate to support informed decision-making.

5.3.3 Budgets may allow reasonable flexibility to accommodate changing circumstances, subject to any required approval.

6. ALLOCATION OF FUNDS AND FUNDRAISING CREDITS

6.1 General Group Fundraising

6.1.1 When the Committee approves Fundraising for the Group's general funds, it will allocate the proceeds to the Group's general fundraising pool.

6.1.2 The Committee may use general fundraising proceeds for approved Group expenses, equipment, facilities, activities, projects, and other purposes.

6.1.3 Participation in general Group fundraising does not automatically create individual fundraising credits for members.

6.2 Specific Projects and Event Fundraising

6.2.1 Where Fundraising is approved for a specific project or Scouting event, the proceeds must be allocated in accordance with the approved purpose and any conditions communicated to participants.

6.2.2 Fundraising for a specific event may support eligible members' Participation in events organised at Group, District, Region, Branch or National level. A member's Scout Group does not determine eligibility to attend these events.

6.2.3 Where individual fundraising credits are to be allocated, the approved distribution method must be established before the fundraising activity begins.

6.2.4 Fundraising credits will be allocated according to the approved distribution method. This may take into account hours contributed by members and other agreed contributions, including preparation, setup and pack-up.

6.2.5 Leaders of Hallett Cove Scout Group are eligible for fundraising credits on the same basis as other members, subject to any minimum participation requirements.

6.2.6 When the Committee approves fundraising proceeds for more than one purpose, it must determine and communicate the allocation of funds between those purposes before the activity begins.

6.3 Use of Fundraising Credits and Reimbursement

6.3.1 Parents or guardians are responsible for paying the full event fee by the required due date. The expectation of receiving fundraising credits does not remove or delay this payment obligation.

6.3.2 Fundraising credits may be allocated towards eligible Scouting event costs in accordance with the approved distribution method.

6.3.3 Reimbursements will be processed after the relevant fundraising activities are completed, the proceeds are reconciled, and the credit allocation is finalised.

6.3.4 Reimbursement will be limited to eligible event costs actually paid by the parent or guardian and the available fundraising credits allocated to that member.

6.3.5 The allocation of fundraising credits does not guarantee full Reimbursement of event costs. The available amount depends on the fundraising proceeds, the approved allocation method, and the member's allocated credits.

6.3.6 Fundraising credits have no cash value outside the approved reimbursement arrangements for eligible Scouting event costs. Credits cannot be transferred to another family member or to another Scout Group's fundraising account.

6.3.7 If a member transfers to another Scout Group, the Committee may consider whether the member can use existing fundraising credits toward eligible event costs, subject to the conditions of this policy.

6.3.8 If a member leaves Scouting altogether, unused fundraising credits will revert to the Group's general fundraising pool. Where a member has already paid for an eligible event, and Reimbursement has not yet been processed, the Committee may consider the circumstances before making a final decision.

6.3.9 Reimbursements must be supported by appropriate records and processed in accordance with the Group's financial procedures.

6.4 Communication and Records

6.4.1 The Group will communicate fundraising purposes, allocation methods and outcomes to relevant members and families.

6.4.2 The Group will encourage collaboration, planning, and adaptability.

6.4.3 The Group will maintain accurate records of fundraising proceeds, expenses, allocations, and reimbursements to support transparency and financial accountability.

7. AMENDMENTS AND EXCEPTIONS

7.1 The Hallett Cove Scout Group Committee may amend this policy in accordance with the Group's standard governance processes.

7.2 The Committee may consider requests for exceptions or special arrangements under this policy. The Committee will make decisions at its discretion, taking into account fairness, consistency, the approved purpose of the Fundraising, and the circumstances of the request.

7.3 Requests for exceptions may require written submission.

8. DISSOLUTION OF FUNDRAISING SUB-COMMITTEES

8.1 If a fundraising sub-committee is dissolved, the Parent Committee will transfer any remaining funds to the Group's general funds or allocate them to another approved purpose, with appropriate financial records maintained.

9. POLICY REVIEW

9.1 The Hallett Cove Scout Group Committee will review this policy at least every two years, or earlier if required due to changes in Scouts Australia requirements, legislation, fundraising arrangements or the operational needs of the Group.

10. VERSION CONTROL

Version	Date Approved	Approved By	Review Due	Notes
1.0	21/09/2026	Hallett Cove Scout Group Committee	21/09/2028	Initial Policy Adoption