

Curtin University Boat Club

CUBC 100 Club Policy

Established September 2022



1. RATIONALE AND PURPOSE

- 1.1. The Curtin University Boat Club is committed to fundraising in a fashion that is both sustainable for the club and sustainable for the wider community.
- 1.2. The CUBC 100 Club shall provide a fundraising initiative that generates a forecasted value of funds and shall engage the community of CUBC Alumni, both current and historical members.
- 1.3. This policy aims to provide guidance on the goal of the CUBC 100 Club and its execution while providing a means for the CUBC Committee to oversee and control the efforts of the initiative.

2. FOUNDATION

- 2.1. The CUBC 100 Club invites its patrons to pledge a donation of \$100 every year for 10 years, a total donation of \$1000 to the club.
- 2.2. The CUBC 100 Club shall be capped at 100 patrons, this ensures patrons can be proud to name themselves as part of the CUBC 100 Club.
- 2.3. Funds raised by the CUBC 100 Club initiative shall be secured until such a time as the measurable goal is reached.
- 2.4. The goals of the CUBC 100 Club shall be as follows, to be realised in order.
 - 2.4.1. Purchase of a racing 8 for the club
 - 2.4.2. Purchase of a racing quad/4 for the club
 - 2.4.3. Purchase of two racing doubles/pairs for the club
- 2.5. Specifics of the initiative's goals (e.g., the make of the boat(s) procured) shall be subject to confirmation by the committee upon realisation of the goal.
- 2.6. The result of the CUBC 100 Club initiative shall honour the patrons of the CUBC 100 Club in a personal and specific way (e.g., display of patron names on the asset via decals).
 - 2.6.1. The specifics of this shall be subject to confirmation by the committee upon realisation of the goal.
 - 2.6.2. In addition, a page on the CUBC website shall display the names of the 100 Club patrons.
- 2.7. At the turn of 10 years since establishment, once all funds have been utilised by the Club the current 100 Club shall be disbanded and a new 100 Club be re-launched when appropriate.
 - 2.7.1. The end of a 100 Club shall involve a ceremony to thank all patrons and celebrate the results of the initiative. This event shall occur between the final goal realisation and the launch of the new 100 Club.

3. EXECUTION

- 3.1. The CUBC 100 Club shall be managed by the Australian Sporting Foundation (ASF) platform. This ensures the funds are only available once the goal is realised and ensures patron donations are made in a tax deductible manner.
 - 3.1.1. The fund collection process shall be facilitated by ASF. Patrons shall be directed to an ASF project page to complete their yearly donation via the provision of a private link. Due to limitations with the ASF platform, donations shall not be automatically debited yearly.
 - 3.1.2. Clear instructions shall be communicated to the patrons any time a donation is requested.
- 3.2. The CUBC 100 Club shall be initiated with a launch event, this event is issued with an open invitation to CUBC members, pass and present.
- 3.3. The CUBC 100 Club is not considered established until all 100 patrons are found.
- 3.4. An established CUBC 100 Club shall host its patrons in exclusive events at least once a year.
 - 3.4.1. Events shall be used to share progress with the patrons and announce if funds are to be utilised.
 - 3.4.2. Costs associated with events for the 100 Club patrons shall be budgeted and provided by CUBC, not the 100 Club initiative.
- 3.5. Promotions for the CUBC 100 Club shall be handled by the CUBC Committee and covered under the CUBC budget.
 - 3.5.1. Promotion of the initiative shall be specific and targeted to attract patrons to the 100 Club.
- 3.6. Should a patron pull out of the 100 Club, the vacant position shall be advertised in a similar manner to previous 100 Club promotions, as per clause 3.5.
 - 3.6.1. If the exit of the patron be after the realisation of a goal, no changes shall be made to the physical honour described in Clause 2.6, i.e., the name of this patron will not be removed from the decal of a boat.
 - 3.6.2. Upon exit of the 100 Club, a patron shall not be entitled to a refund unless under exceptional circumstances as approved by the Committee.
- 3.7. As the 100 Club requires a yearly recurring donation, responsibility shall fall on the Club to remind patrons that the annual donation is due.
 - 3.7.1. The timing of yearly donation collection shall be at the discretion of the Committee, however, it is suggested that the renewals be timed close to the End of Financial year to allow patrons to claim tax deductions sooner.
 - 3.7.2. The renewal of donations shall be paired with an event as described in Clause 3.4.
 - 3.7.3. Communication for renewals shall occur via email, including the provision of the link to the 100 Club ASF page for donation, as described in Clause 3.1.1.

4. UTILISATION

- 4.1. Utilisation of funds from the CUBC 100 Club shall be presented to the Committee once the goal is realised. At this time, specifics of the result of funds shall be deliberated and confirmed by the Committee.

- 4.2. Approval process of the release of CUBC 100 Club funds shall be as follows.
 - 4.2.1. An outline of the utilisation shall be presented to the Committee for consideration, with specifics outlined.
 - 4.2.2. Correspondence showing intent to procure assets shall be demonstrated.
 - 4.2.3. Approval to release funds shall be deliberated and agreed by the committee, with final approval from the CUBC Treasurer.
 - 4.2.4. Authority to release funds from the ASF platform shall be delegated to the Treasurer.
 - 4.2.5. Evidence of assets being procured and received is to be returned to the Treasurer.
- 4.3. A dedicated bank account which is parallel to the existing CUBC accounts shall be utilised for the receipt and utilisation of the funds raised by the initiative.
- 4.4. In the event of hardship upon the Curtin University Boat Club, funds from the CUBC 100 Club shall be allocated to assist in the future of the club at the discretion of the CUBC Committee.

5. APPLICATIONS

- 5.1. Applications to join the CUBC 100 Club shall be submitted to the Committee for approval.
 - 5.1.1. Any member or alumni of the Club may submit an application to join the 100 Club
 - 5.1.2. Applications are not required to be seconded before submission.
- 5.2. 100 Club applications shall be reviewed and approved by the Committee at Committee meetings from time to time, when necessary.
 - 5.2.1. Once approved, applicants shall receive communication regarding the pledging of funds to the 100 Club.
 - 5.2.2. If the 100 Club is full (100 members) at the time of application, the applicant will be placed on a waitlist. The next available spot will be filled in order by date of application. Email communication shall be appreciative of the applicant and transparent in the waitlist process.
 - 5.2.3. Unsuccessful applicants shall be encouraged to donate to the Club via the CUBC ASF General Fundraising initiative, found on the CUBC website.
- 5.3. The CUBC website shall contain the necessary information regarding the 100 Club and the related processes. A dedicated page on the Club Website shall contain details of the 100 Club, this includes:
 - 5.3.1. A brief description of the Initiative,
 - 5.3.2. Instructions on the application process,
 - 5.3.3. A copy of the application form,
 - 5.3.4. Documentation related to the 100 Club (Intention and Strategy, policy document, etc.)

6. Definitions

“100 Club” – New fundraising initiative

“CUBC” – Curtin University Boat Club

“Initiative” – Referring to the CUBC 100 Club

“Club” – Referring to Curtin University Boat Club

“Patron” – An individual who has donated, or pledged to donate to the 100 Club initiative

“Committee” – Referring to the Curtin University Boat Club Committee at present