



# Woolooware Outside School Hours Care

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## REQUEST FOR FINANCIAL DONATIONS, CONTRIBUTIONS AND/OR SUPPORT POLICY

### **POLICY STATEMENT**

Woolooware Outside School Hours Care believes in a fair, and transparent assessment of requests for financial donations, contributions and/or support from other organisations.

Requests for financial donations, contributions and/or support will be considered by Woolooware Outside School Hours Care if they adhere to the process outlined below. On occasions where WOSHC committee members agree to consider a request for financial donations or financial contributions of support the final decision will be subject to a committee vote. WOSHC may make financial donations, contributions or offer financial support to Woolooware Public School and other organisations if agreed by vote at a general committee meeting.

### **PROCEDURES**

#### **Format for requests for financial donations, contributions and/or support**

In order for the committee members to review and consider making a donation to an organisation the following is required:

- A written request from the organisation
- An explanation of the requirement that the financial donation/contribution will be used to fund
- An explanation of the resultant perceived mutual benefit to WOSHC
- The dollar amount required
- Requests in excess of \$2,500 should be supported by a minimum of 2 quotations or an invoice
- Requests in excess of \$5,000 requests should include a business case detailing a description of the project, works, improvements that the funds would be used to complete

#### **WOSHC process for reviewing and voting on requests**

- Any request will require a committee sponsor, if the request comes directly to the WOSHC Director the committee officers will assign a committee sponsor
- For a request to be considered it must fall within the available budget
- A request will be added to an ordinary committee meeting agenda for review by the committee
- All documentation pertaining to the request will be included with the agenda sent to committee members at least one week prior to the meeting
- The committee sponsor will present the request to the committee as part of an ordinary WOSHC committee meeting.



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- Committee members may request additional information and this may result in a requirement for further discussion or presentations, and for requests for significant financial donations, contributions or support this may result in an additional extraordinary meeting solely focused on reviewing the request
- For requests in excess of \$2,500 the committee may agree to request a presentation from the requestor
- Requests will require a formal vote to be approved
- Requests in excess of \$5,000 will require all committee members to vote. • Once any request is approved the Director will arrange for payment to be made with one committee member who is an authorised bank signatory to counter sign the transfer

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023