



## 1.0 Scope

This policy applies to all members of the Redland Bushwalkers Inc whether ordinary, associate, honorary or life members and covers all types of Club activities including social walks, day walks, multi-day through walks, base camps, abseiling, kayaking, cycling, social activities and club meetings.

## 2.0 Responsibility

Members are responsible for requesting funds for activities they are organising. The Management Committee is responsible for considering and approving/rejecting the request, at a date no later than the next Management Committee meeting and informing members by email of the outcome of their funding requests.

## 3.0 Requirements

Requests for funds may be for the full reimbursement of costs or for a partial subsidy. In both cases an itemised cost estimate should be provided to support the request for funds.

Funds will usually be approved on a reimbursement basis, and to receive reimbursement you must:

- a. Submit copies of your receipts and invoices to the Club email.
- b. Provide your bank details to the Club Treasurer.

In some limited circumstances a cash advance may be approved if:

- a. Significant funds are approved, and it is deemed unfair to ask the member to personally bear the cost until reimbursement can be claimed (for example the Christmas Camp).
- b. There is likely to be a significant delay between the initial use of approved funds and the conclusion of the event when reimbursement can be claimed (for example the photo competition).

Where a cash advance is approved, copies of your receipts and invoices must be submitted to the Club email and any unused funds must be reimbursed to the Club bank account.

## 4.0 Funding Guidelines

There are no set limits, and each funding request will be considered on its merits. However, the following guidelines are provided to assist members when making a request for funding. Requests that meet these criteria are more likely to be successful.

### 4.1 Available Funds

The Club strives to keep its membership fees low, whilst meeting its operational costs and running a small surplus that can be used to fund Club activities. Therefore, requests for:

- a. Large sums (>\$500) are unlikely to be funded.
- b. Small sums (<\$100) are more likely to be funded.
- c. Intermediate sums (>\$100 to <\$500) may be funded if they are a good match to the other criteria.

### 4.2 Participation Rate

The Club exists to provide activities for all members, and it would be unfair to use member fees to fund activities that only benefit a small number of members. Therefore, funding requests for activities that:

- a. Can only be attended by a few members (for example an off-track walk) are unlikely to be funded.

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- b. Are open to all members (for example, the Christmas Camp, the Photo Competition) are more likely to be funded.
- c. Are open to a significant proportion of the members (for example bus transport to the start of a walk) may be funded if, in the event of the activity being oversubscribed, there is a fair and equitable method of determining who can attend.

### 4.3 Relevance

Requests for funds should relate to the Clubs core activities. Therefore, funding requests for activities that:

- a. Are social events unrelated to the Clubs core activities (for example an outing to see a Show or Movie), would not be funded.
- b. Are social events associated with the Club's activities (for example the Christmas Camp, the Photo Competition, a sausage sizzle after a cycling event) are more likely to be funded.
- c. Directly relate to participating in an activity (for example the hire of bus transport to get to and from the activity location) may be funded if other criteria are met, such as a high participation rate.

## 5.0 Gifts

Requests for funds for the purchase of gifts (<\$100) will be approved for:

- a. The sending of flowers on compassionate grounds
- b. The giving of a small gift (for example a bottle of wine) as a thank you to a guest speaker

Amendment to previous version (02/02/2022):

Section		Change
No.	Title	
1	Scope	Included Club Meetings in the Scope
All	All Sections	Updated headers and footers Included section numbering
Amendment to Previous Version		New – details the changes in the current version to the previous version

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