AUSTRALIAN SPORTS FOUNDATION

OFFLINE ADD-ON DONATIONS

If you process your registrations or bookings manually, it's still really easy to include an optional donation request on your form/s.

Simply work your way through the following steps to ensure donations are:

- tax-deductible; and

- processed/receipted as quickly as possible.

STEP 1

Include a reference to the ASF and our T&Cs, for example:

Membership fee $_____

Tax deductible donation to the <<club/project name>> $_____

☐ I would like my gift to benefit the <<org name>> <<project name> and I understand that my donation is made unconditionally to the Australian Sports Foundation (ASF).

By making this donation I accept the ASF's T&Cs (available at asf.org.au/terms-and-conditions).

Total payment $_____

STEP 2

Collect the details of those opting to make a donation using this **donor details spreadsheet template.**

STEP 3

Transfer the total amount of donations to the ASF (bank details below):

BSB: 032776
Account No: 130159
Account Name: ASF Donations Account
Reference: "<<Organisation/Fundraiser name>> add-on donations"

STEP 4

Upload the donor details spreadsheet via the **Secure Upload** function in the **ASF platform.**

STEP 5

The ASF Finance team will bulk upload all the donor details into our platform and email the donors their tax-deductible receipt for the donated amount.

STEP 6

The ASF will include these donations in the next fortnightly round of grant payments.

TIP: If there will be a significant time lag between when you collect a payment from a donor and when you transfer the donations to the ASF, we suggest communicating with donors so they know when to expect their tax-deductible receipt from the ASF.

Best practice would be to mention this both at the time of requesting a donation (e.g. *"Your donation will be passed onto the ASF, who will provide you with a tax-deductible receipt")* **AND as you transfer the donations to the ASF for processing** (e.g. *"Thanks again for your donation to <<project name>>. Shortly we will be passing your donation onto the ASF for processing, so keep an eye out for your tax-deductible receipt in an email from them."*