

# **ONLINE ADD-ON DONATIONS**



Collecting add on donations via an online registration or booking process is far less administration for fundraisers. However, there may be some limitations with your platform or third-party collection process so if it's not clear, always check with your provider.

If you are able to include a voluntary donation option with your registration/membership fees or ticket purchases, either as product/s or an opt-in at check out, work your way through the following steps to ensure donations are:

- tax-deductible; and
- processed/receipted as quickly as possible.

## STEP 1

Add the following text to a donation add on option:

*"By making a donation to the <<organisation/fundraiser name>> <<project name>> you are confirming that your gift is made unconditionally to the Australian Sports Foundation (ASF) and you agree to the ASF's [T&Cs](#)".*

*Note: Donors must be able to access the ASF's T&Cs when making a tax deductible donation.*

## 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](#).

**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."**

## 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.