

FUND RAISING DEPARTMENT

GENERAL GUIDELINE & PROCEDURE (GGP)

Aim/Objective

This GGP contains the guidelines and procedures, which are applicable to the Corps under Zone 6. The main objective of these guidelines & procedures are to give the idea of the Fund-raising project organized within our Organisation.

This GGP comprises of the following components:

- Aim of the Fund-Raising Projects
- Guidelines for the fund-raising projects organized by the NHQ
 - St. John Flag Day
 - Walkathon
 - Donation (if any)
 - Adhoc fund-raising project
- General Procedure of each fund-raising project

AIM OF THE FUND-RAISING PROJECT

- 1) As we are a voluntary and non-project Organisation, there is no fixed income generated to carry out the training activities. Hence, the Fund Raising project becoming the main source of income for the Organisation.
- 2) The purpose of the Fund-Raising projects is to assist the Organisation in raising the funds to support the operating expenses and activities held within the Organisation.
- 3) The fund will be utilized mainly in subsidizing the operating expense, the members' uniform accessories, the purchase of training equipments, and other expenses incurring during the training and etc.

Type of the Fund-Raising Project held within our Organisation:

- Walkathon
- St. John Flag Day
- Donation Draw
- Adhoc project to raise fund

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Income arising from the Fund Raising activities, such as the Flag Day, Walkathon, and Donation Draw shall be disbursed, net of all related expenses. The disbursement of these funds shall only be made after they have been audited and in accordance with a standard table of apportion bases, as approved by the Council. The income allocations (subject to change) are as follows:

Event	Organiser	Council	BHQ	Zones	Schools	Promoters
		%	%	%	%	%
Donation Draw	HQs	45	5	20	30	-
Walkathon	HQs	30	10	20	40	-
Flag Day	HQs	45	5	20	30	-

GUIDELINES FOR THE FUND-RAISING PROJECTS ORGANIZED BY NHQ

Walkathon

- The donors **MUST** countersign any alternations to the donation made in the card.
- Members are to advise that to take care of the cards given to them and be responsible for it. Hence the lost of the cards should be minimized to avoid unnecessary work.
- Is the responsibility of the officer-in-charge, Teach-in-charge and members in safe custody of the donation card. Police investigation might be required on the loss of donation card. **The amount collected must be stated in the report** and a copy of the report together with the collection must be forwarded to the Zone.
- All donations must be done in the original card. Members are not permitted to use the photocopied card to do collection. This may lead to the legal issue.
- Members are not permitted to solicit sponsorship or monetary contributions in streets, public places, hotels, airport, hospitals and Immigration check point.
- Members shall only solicit for sponsorship or monetary contributions from relatives, friends, schools & classmates as well as well-wishers.
- The card must be returned to the Zone on the date given by the HOD.

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Flag Day

- All tins must be labeled and the following information of the collector are required:
 - o Name and NRIC
 - o Zone where they belong.
 - o Name of the Corps
- All collections must only be carried out on the St. John Flag Day itself. The Corps are advised to distribute the collect tin on the actual day.
- The collection tins must be returned to the Zone at the end of the day.
- Should any tin be lost, a police report must be lodged stating the serial # of the label issued and a copy of the report must be forwarded to the Zone.
- Members are not permitted to solicit sponsorship or monetary contributions in hotels, within any premises such as MRT station or shopping centre, airport, hospitals and Immigration check point.
- Members shall only solicit for sponsorship or monetary contributions in streets, public places, from relatives, friends, schools as well as well-wishers.
- The Corps are to send members to participate in the counting day as stated.

Donation Draw

- Any ticket that is torn will be considered sold.
- Members are to advise that to take care of the donation draw booklet(s) given to them and be responsible for it. Hence the lost of the donation draw booklet should be minimized to avoid unnecessary work.
- Should any booklet be lost, a police report must be lodged stating the booklet no. and a copy of the report must be forwarded to the Zone.
- Members are not permitted to solicit sponsorship or monetary contributions in streets, public places, hotels, airport, hospitals and Immigration check point.
- Members shall only solicit for sponsorship or monetary contributions from relatives, friends, schools & classmates as well as well-wishers.
- The sold donation draw booklet must be returned to the Zone together with the proceeds by the date given by the HOD.

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GENERAL PROCEDURE OF EACH FUND-RAISING PROJECT

Walkathon

1. The Zone will communicate to the Corps for the collection of the Walkathon Cards. The collection must be done by Teacher-in-charge or Officer-in-charge from the HOD on the date stated.
2. HOD, Finance will be briefing the Corps on the rules and regulations as well as the timeline of this fund-raising project on the collection day.
3. On the return of the Walkathon Cards, the Teacher-in-charge or Officer-in-charge must ensure that the money is collected and the cards are verified before submitting to the Zone.
4. Duplicate copies of the summary report (Form B) must be recorded and submitted to the Zone together with the fund collected and cards upon return.
5. The Teacher-in-charge or Officer-in-charge is encouraged to issue a cheque to the Zone for the total collection to facilitate a smooth collection process. The cheque must be made payable to “St. John Ambulance Brigade, Zone 6”.

St. John Flag Day

1. The Zone will communicate to the Corps for the collection of the collection tin and the label. The collection must be done by Teacher-in-charge or Officer-in-charge from the HOD on the date stated.
2. All collection tins must be labeled and label must be filled with the collectors' information and before distribution. The distribution of the collection tins must be done on the actual day stated by the Teacher-in-charge or Officer-in-charge.
3. A record of the tins issued must be maintained and accounted for. Briefing must be done to the collectors before the commencement of the event. The briefing should cover the places of collection, the venue and the time of the return during the same day.
4. The Teacher-in-charge or Officer-in-charge must account for all the tins issued before sending in to the Zone office on the same day.
5. The Teacher-in-charge or Officer-in-charge need to arrange the representative(s) from the Corps to help out in the Accounting Day which fall on the next day. The personnel are to report to the HOD by the stated time.

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6. A record of the total collection will be given to Corps after the count for references. Note that the fund allocated back to the Corps is based on certain percentage of the total collection less of the expense incurred during this project. allocation

Donation Draw

1. The Zone will communicate to the Corps for the collection of the Donation Draw booklets. The collection must be done by Teacher-in-charge or Officer-in-charge from the HOD on the date stated.
2. On the return of the Donation Draw booklet, the Teacher-in-charge or Officer-in-charge must ensure that the money is collected and the sold tickets are accounted for before submitting to the Zone.
3. The Teacher-in-charge or Officer-in-charge is encouraged to issue a cheque to the Zone for the total collection to facilitate a smooth collection process. The cheque must be made payable to “St. John Ambulance Brigade, Zone 6”.

GENERAL

1. Corps is advised to keep a record of each fund raising project that they have performed for their necessary information.
2. Marks will be given to the Corps who has participated in these fund-raising projects, which will contribute to the Corps Achievement Awards. The Corps are encouraged to send their members to participate in the walk on the Walkathon Day on the date stated.
3. Please note that any late submission by the Corps after the date stated by the Zone shall not be qualified and considered for the Top 3 position of that fund-raising project.