

In-Kind Donation Request Policy

PURPOSE

This policy establishes guidelines and procedures for the receipt and processing of requests for in-kind donations (non-monetary contributions such as waived room hire or donations) from St George Venues. It ensures transparency, fairness, and alignment with our organizational mission and values in the donation process.

SCOPE

This policy applies to all in-kind donation requests received by St. George Venues, including but not limited to requests for:

- Venue or room hire
- Raffle or auction items
- Products or merchandise
- Professional services
- Equipment loans
- Other non-monetary contributions

ELIGIBILITY CRITERIA

To be considered for an in-kind donation, requestors must meet the following criteria:

Organisational Status:

- Registered non-profit organizations, charities, and community groups
- Educational institutions
- Civic and public service organizations
- Individual community members with demonstrated need (considered on a case-by-case basis)

Purpose of Request:

- Donation must support activities that align with our organizational values and mission
- Donation must serve a charitable, educational, civic, or community purpose
- Donation must not be used for political campaigns or religious proselytizing
- Donation must benefit the local community or specific populations we aim to support

PRIORITY AREAS

While we consider all eligible requests, priority will be given to requests that:

- Support underserved or vulnerable populations
- Address critical community needs
- Demonstrate potential for significant positive impact

- Come from organisations or individuals with whom we have established relationships
- Provide meaningful recognition opportunities for St. George Venues
- Show evidence of additional community support and resource leveraging

APPLICATION PROCESS

Submission Requirements:

- All requests must be submitted using the official In-Kind Donation Request Form
- Applications must be received at least 8 weeks prior to the date the donation is needed
- Incomplete applications will not be considered
- Supporting documentation may be requested as needed

Review Timeline:

- Applications will be reviewed within 5 business days of receipt
- Requestors will be notified of decisions within 5 business days after review
- Expedited reviews may be considered in special circumstances but are not guaranteed

Decision Criteria:

- Alignment with eligibility requirements and priority areas
- Availability of requested resources
- Potential impact of the donation
- St. George Venues budget and capacity constraints
- Previous donation history with the requestor

LIMITATIONS AND RESTRICTIONS

Annual Limits:

- Organizations are limited to 3 approved requests per calendar year
- Total value of donations to any single organization shall not exceed \$550.00 per year
- Exceptions may be made at the discretion of the Community Coordinator

Excluded Activities:

- Activities that conflict with our mission, values, or business interests
- Events or programs that discriminate based on race, color, religion, gender, sexual orientation, national origin, age, or disability
- Political campaigns or legislative lobbying efforts
- Activities that pose significant reputational risk to our organization

Availability Constraints:

- All donations are subject to resource availability at the time of request
- Venue/room donations are subject to existing booking schedules and may be relocated at the discretion of St. George Venues

- High-demand periods may result in limited donation capacity

BENNEFITTING ORGANISATION RESPONSIBILITIES

Recipients of in-kind donations must agree to:

Usage Requirements:

- Use the donation only for the purpose stated in the application
- Not sell, trade, or otherwise transfer the donation without prior written approval
- Return or reimburse the value of unused donations when applicable

Recognition and Acknowledgment:

- Provide appropriate acknowledgment as specified in the application
- Include St. George Venues name/logo in event materials as agreed
- Provide documentation (photos, testimonials) showing the donation in use
- Acknowledge the donation in tax and financial reporting as required by law

Reporting:

- Provide a brief impact report within 30 days after using the donation if requested
- Provide any media coverage or public recognition received if requested

DONATION VALUATION AND TRACKING

For accounting and reporting purposes:

- Goods will be valued at fair market value
- Services will be valued at standard rates for comparable services
- Facilities will be valued based on standard rental rates
- All in-kind donations will be tracked

ADMINISTRATION AND OVERSIGHT

Approval Authority:

- Donations valued under \$550 may be approved by the Community Coordinator or Event Coordinator
- Donations valued at \$551 or above require approval from CEO or Food & Beverage Manager

Any exceptions to this policy must be approved by CEO

Record Keeping:

- Records of all requests and donations will be maintained for a minimum of 7 years
- Donation activities will be included in St. George Venue annual reports

POLICY REVIEW

This policy will be reviewed bi-annually or as required by Community Coordinator to ensure it continues to meet the needs of St. George Venues and community expectations. Revisions may be made at any time with the approval of the Community Coordinator.

Policy Administration:

- The Community Coordinator is responsible for administering this policy
- Questions regarding this policy should be directed to community@stgeorgeleagues.com.au

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