

OFFLINE ADD-ON DONATIONS

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

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

- tax-deductible; and
- processed 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. By making this donation I accept the ASF's T&Cs.

Total payment

\$ _____

STEP 2

Collect the details of those opting to make a donation using, this [spreadsheet template](#).

STEP 3

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

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

STEP 4

Upload the donor details spreadsheet via the [Secure Upload](#) function in the ASF's [portal](#).

STEP 5

The ASF finance team will bulk upload all the donor details into the system 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.