

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 an optional donation with your registration 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 as quickly as possible.

STEP 1

Add the following text to a donation add-on option:

"By making a donation to the <<organisation 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](#)".

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.