



Squash Australia Ltd

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Affiliations

World Squash Federation
Commonwealth Games Australia
Oceania Squash Federation
Confederation of Australian Sport
Australian Olympic Committee

30th March 2020

Re: Australian Sports Foundation and Member Refunds

Dear All,

I hope you are all well and surviving. This email follows previous emails around member refunds.

The Australian Sports Foundation (ASF) is looking at assisting sports by allowing membership “refunds” to be turned into tax-deductible donations (instead of being refunded) to help sports continue to operate during these difficult times. Note: a sport would need to have a fundraising campaign set up with us first, which is easy to do online [here](#).

Below are the steps that would need happen to facilitate the process of transferring memberships/ticket refunds into a tax-deductible donation via the ASF:

1. Communicate with members explaining the situation and providing option for refund or tax-deductible donation.
2. Ensure communication includes an acknowledgement from the member that they wish to make a donation and include the required ASF declarations and link to T&C's – **see text below**;
 - The member will need to respond to the sport in writing/reply email (the sport will retain those responses, no need to forward to the ASF).
3. Collect details of those members willing to make the donation (spreadsheet template can be provided to sport).
4. Transfer the total donation amounts to the ASF, and provide donor details spreadsheet– ASF can provide the sports its bank account details as required.
5. Upload the donor details spreadsheet via the [Secure Upload](#) function in ASF's online partner [portal](#).
6. ASF will bulk upload all the donor details into the system and email the donors their tax-deductible receipt for the donated amount.
7. ASF will then grant the funds back out to the sport (currently twice monthly).

The donor declaration wording that will be required is as follows:

- Option 1 (if the sport wants to use “formal” language and info to provide surety to the member/donor that this process is legitimate)
I acknowledge that while the request to allocate my membership refund to a donation is done so unconditionally to the Australian Sports Foundation, the preferred beneficiary is





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the <<Sport Name>>. By making this donation we accept the Australian Sports Foundation's [Terms and Conditions](#) and [Privacy Policy](#). <<Campaign Name>> is a project of <<Sport Name>>. (ABN <<sport ABN>>) and is registered with and conducted under the charter of the Australian Sports Foundation Ltd (ABN 27 008 613 858).

- Option 2 (a condensed version)
I agree to donate my refund to the Australian Sports Foundation, with my preferred beneficiary being (Sport and/or Campaign name). By making this donation I accept the Australian Sports Foundation's [Terms and Conditions](#) and [Privacy Policy](#).

I hope that helps. Please call or email if you wish to discuss this or any other issue.

Take care!

Ian Fullagar

Legal Counsel

Squash Australia

