

DONATIONS

WHAT YOU NEED TO KNOW ABOUT THE PROCESS



Online

The ASF has recently introduced online donation capability to our website and we urge all of our projects to utilise this and encourage your donors to donate online. To make donations online, donors should be directed to your project page or donation page; alternatively they can visit asf.org/projects/ and search for your project.

Benefits to online donations:

- Donor receives instant receipt and notification of donation
- Donating is easy, quick and hassle free
- Reduced administrative burden for you and the ASF

Manual donations

In cases where a donor is unable to make their donation online we can accept manual donations. Westpac blue deposit slips (either single slips or in a booklet) and ASF deposit summary sheets are provided to assist with banking cash and cheque donations. Please note that email addresses are required for manual donations as donors will receive an emailed receipt directly from the ASF.

The banking code for your project is your six-digit project number, which will be provided to you as part of the project registration process.

For all manual donations, please note the following:

- Donors must complete and sign a donation form
- Any cheques must be made payable to the Australian Sports Foundation Ltd
- Project organisations are responsible for collating all payments and depositing them into the ASF bank account:

Westpac
Petrie Plaza, Canberra
Australian Sports Foundation Donations Account
BSB 032-776
ACC 130159

A bank date stamped copy of the deposit summary sheet must accompany original donation forms and be forwarded to us via mail or email as follows:

Australian Sports Foundation
PO Box 176
Belconnen ACT 2616

or info@asf.org.au

Banking donations for multiple projects

Organisations with multiple projects should follow the instructions above and the ASF will attribute donations to the correct project when processing.

Regular giving

Donors who would like to make regular donations to your project should be encouraged to do so online. Please contact your project manager if you would like to organise manual ongoing payments.

Reporting on donations received

Each month projects that have received donations will be provided with a report enabling you to track donations and thank donors.