



BUBC Alumni Donation Policy

This policy outlines the pathway that donations made to the Club take between being donated to the University of Bath Alumni Fund and Bath University Boat Club. It also explains what the donations will be spent on, both for the benefit of donors and so that relevant Students' Union and University staff can ensure the Club committee spends funds appropriately.

1. How funds reach BUBC

- Using the instructions provided on the [fundraising page](#) of the BUBC Alumni website donations may be set up via Direct Debit.
- Funds are donated to the University, administered by the Department of Development & Alumni Relations (DDAR).
- DDAR record all donations on the database of alumni.
- DDAR will make any claims for Gift Aid.
- DDAR remain in close contact with the BUBC Chair and SU staff on donations coming in.
- Annually donations are transferred from DDAR to BUBC (via the SU finance team) in order to be spent.

2. How payments are made from BUBC

- The BUBC Chair and Treasurer may authorise any payment below £2,500 from the club account, which is part of the wider SU account, with second sign off from a member of SU Sport staff or Sport Executive Committee.
- Payments up to £5,000 must be authorised by the SU Sport Officer (previously VP Sport) or the Club Development Manager.
- Payments up to £10,000 must be authorised by the SU Sport Officer **and** Head of Finance or Head of Activities.
- Payments greater than £10,000 must be approved by the SU Chief Executive and be brought to the attention of the Finance & Audit Committee who meet quarterly.

3. What donations may be spent on

- Donations from the Graduate Donor Scheme are intended to aid the long-term development of BUBC.
- Therefore, they may not be spent on any item(s) which are considered as 'essential' to the day-to-day running of the club, such as replacement parts, tools or launch fuel.
- They may also not be spent on any large item such as a lease on a vehicle spanning multiple years or as part of a repayment scheme.
- Donations may be spent on equipment purchases including (but not limited to): boats, blades, coaching equipment such as launches and cox boxes.
- They may also be spent on long-term development projects, such as the upcoming boathouse build.

4. Additional permissions for BUBC donations

- Donations from the Alumni Fund will be transferred to BUBC after discussion between the Club Development Manager of the SU, the BUBC Chair and Treasurer, and the Head of Alumni Relations of the University.
- Close contact must be maintained with the President of Meles Boat Club, and other alumni representatives to ensure that the group's desires are being met.