Kingaroy Rugby League Football Club,

Juniors & Seniors Incorporated

FOUNDATION BOARD

PROCEDURE



KINGAROY RUGBY LEAGUE FOOTBALL CLUB,
JUNIORS & SENIORS INCORPORATED
FOUNDATION BOARD PROCEDURE

1. PURPOSE

The Foundation Board recognises and honours members who provide financial support to the Club. By purchasing a permanent spot on the board, members demonstrate their contribution and commitment to the Club's future. The board is prominently displayed in the clubhouse

2. COST

- Each permanent spot costs $200.

3. PROCESS

3.2 Purchase of Spot

- The member completes the required Cognito form (QR Code is in the Clubhouse); the payment is processed through Cognito has part of the request.
- The member is given a keyring marked with their number/spot as a record of purchase.

3.3 Name Review

- The Secretary will review the submitted name.
- If the name is deemed inappropriate or unclear, the Secretary will contact the member/family to arrange an alternative name for display.

3.4 Recording the Purchase

- The Secretary places masking tape with the member's name over the purchased number on the board to prevent it being resold.

3.5 Added to Foundation Board

- Once a sufficient number of spots have been sold, the Secretary will organise with the signwriter to permanently add the members' names to the Foundation Board in the clubhouse.

4. RESPONSIBILITIES

4.2 President

- Oversees the Foundation Board process.
- Ensures procedures are followed and the board reflects the Club's values.

4.3 Secretary

- Manages the purchase records and Cognito form submissions.
- Places masking tape with the member's name on the board after purchase.
- Coordinates with the signwriter for permanent updates to the board.

4.4 Treasurer

- Receives and records payments for each purchased spot.
- Provides financial reports to the committee on funds raised.

4.5 Media Coordinator

- Promotes the Foundation Board to members and the wider community.
- Encourages ongoing engagement and recognition of members who have purchased spots.

5. Reference documents

- Financial Management Policy

6. Last revision date

- October 2026