



Knock On Effect

Community Fundraising Guidelines

Thanks for your interest in fundraising for Vinnies Knock On Effect!

These fundraising guidelines (Guidelines) have been developed to assist organisations, groups and individuals who are planning fundraising events or activities to benefit the St Vincent de Paul Society Canberra/Goulburn (the Society).

You are welcome to fundraise for the Vinnies Knock On Effect appeal through your fundraising link by sharing it with your network. Please ensure they donate through your fundraising page or through our donations page online.

However, if you are organising an event please follow the guidelines below.

Organising a Fundraising Activity

You understand that all Fundraising Activities undertaken by you for the benefit of the Society must align with the ethos and values of the St Vincent de Paul Society Canberra/Goulburn and that the Society reserves the right to reject any Fundraising Activity or donation based on a misapplication of the Society's ethos and values.

You must ensure that the proposed Fundraising Activity complies with all relevant legislative requirements, including (where applicable) the Charitable Collections Act 2003 (ACT) (the Act) and the Charitable Collections Regulations 2003 (ACT) (the Regulations).

You acknowledge and agree that in agreeing to the Fundraising Activity, the Society is not organising, or managing or assisting in organising or managing the Fundraising Activity, for the purposes of the Act.

You must ensure that all appropriate permits, licences and insurances, including those required under the Act and the Regulations, required for undertaking the Fundraising Activity in the ACT/NSW have or will be obtained by you prior to the Fundraising Activity being held.

You must be at least 18 years old to complete a community fundraiser for the benefit of the Society. If you are not at least 18 years old, you must have an adult supervise you at the Fundraising Activity.

Participation of Children

- 1** You must comply with the Act and Regulations in relation to the participation by children in the Fundraising Activity, and in particular, Schedule 1 (Statutory conditions about children taking part in collections) of the Regulations.
- 2** A child who is under 12 years old must not take part in a Fundraising Activity unless a person with parental responsibility for the child has given written consent to the child taking part in the Fundraising Activity.
- 3** A child who is 12 years old or older must not

take part in a Fundraising Activity unless a person with parental responsibility for the child has given written consent to the child taking part in the Fundraising Activity and the child has given his or her written consent to taking part in the Fundraising Activity.

4 During the Fundraising Activity, children under 6 years old must be directly supervised by a person with parental responsibility for those children. Children 6 years old or older must be adequately supervised by an adult during the Fundraising Activity, having regard to their age, gender and maturity of the child. If this applies to your activity/event, please contact the Society's Event & Fundraising Coordinator for further conditions relating to children taking part in a fundraising activity.

Promoting the Fundraising Activity

The law states any advertising material related to fundraising events must:

- State your name clearly and prominently
- Not be likely to cause offence to any person, and
- Not be misleading

There will be advertising running across the Canberra/Goulburn region on multiple platforms, but you will likely wish to promote your unique event.

The Vinnies Marketing and Fundraising Team can support with providing materials and sharing your event online and in local media. Email knockoneffect@vinnies.org.au to liaise with the team about promoting your event.

You must seek permission to use the Society's name or logo on materials relating to the Fundraising Activity, or to otherwise promote the Fundraising Activity. You must not use the Society's name or logo to promote the Fundraising Activity without the express written permission of the Society. Printed material in relation to the Fundraising Activity must be forwarded to the Society for approval prior to being printed or circulated. To request this logo please contact knockoneffect@vinnies.org.au

The Society has absolute discretion whether to allow you to use the Society's name or logo.

Where the Society provides you with its express written permission to use its name or logo to promote the Fundraising Activity, you must:

- (a)** only use the name and logo in accordance with the permission;
- (b)** specify that the Fundraising Activity is 'proudly supporting/benefiting St Vincent de Paul Society Canberra/Goulburn'; and
- (c)** must not imply that a partnership exists between you and the Society. That is, the Society's name and logo cannot be used as part of the name of the Fundraising Activity as this may incorrectly indicate that the Fundraising Activity is an official Society event.

Where you are permitted by the Society to promote the Society in association with the Fundraising Event, the only names by which you may refer to the Society in promotion of the Fundraising Activity are 'St Vincent de Paul Society Canberra/Goulburn', 'the Society' or 'Vinnies'.

Where you are permitted by the Society to promote or refer to the Society in association with the Fundraising Activity, the level and percentage of support for the Society must be explicitly stated on all materials and correspondence relating to the Fundraising Activity and the language used to state this must be clear. For example, you must state "XXX of funds raised by the event/activity will go to supporting the good works of the St Vincent de Paul Society Canberra/Goulburn", or words to a similar effect.

You agree that you give your consent for photographs or other information provided by you to the Society in relation to the Fundraising Activity to be published online or in publications by the Society.

If you are Canberra based and require a donation box for your fundraiser, please email knockoneffect@vinnies.org.au with your request

Money Matters, Funds Raised and Records

You are responsible for covering all expenses relating to the Fundraising Activity and all related activities and any losses that may arise from the Fundraising Activity and all related activities. The Society takes no responsibility for the financial

outcome of the Fundraising Activity or any related activity.

You are responsible for ensuring that all money received for the purposes of the Fundraising Activity are deposited into a bank account or fundraising page, where appropriate, in accordance with the Act and the Regulations. You acknowledge that all monies received for the purposes of the Fundraising Activity must be paid into a bank account or fundraising page that is used exclusively for money received for the purposes of the collection as soon as practicable but within 5 banking days after the day you receive it.

If you deduct expenses from the funds raised in connection with the Fundraising Activity such expenses must be lawful and proper expenses. All expenses must be tracked against the funds raised in the Fundraising Expenses Tracking Form as provided by the Society.

Funds raised in connection with the Fundraising Activity and which will be provided to the Society are to be submitted to the Society within 28 days after the Fundraising Activity by one of the following options:

a. Electronic Funds Transfer

Account Name: Society St Vincent de Paul

BSB: 062 786

Account No: 0000 14760

Bank: Commonwealth Bank

Reference: Fundraising Activity name

b. Cheque

Cheques should be payable to “St Vincent de Paul Society Canberra/Goulburn”

You must provide the Society with accurate financial records of the Fundraising Activity by returning the Fundraising Results Summary and Fundraising Expenses Tracking Form (as issued by the Society) within 28 days after the Fundraising Activity in person at the Deakin office or by post to:

*Events and Fundraising Coordinator
St Vincent de Paul Society Canberra/Goulburn
PO Box 51 Deakin West ACT 2600*

You must record all information as required in the Fundraising Results Summary and Fundraising Expenses Tracking Form, including:

a. The amount raised during the Fundraising

Activity;

b. All expenses associated with the Fundraising Activity; and

c. The net proportion donated to the Society from the Fundraising Activity.

You must ensure that you maintain accurate records in relation to collections made for the purposes of the Fundraising Activity, in accordance with the Act.

On request, the Society can provide you with official receipt books for approved Fundraising Events for the purposes of providing tax-deductible receipts for donations. Tax-deductible receipts can only be issued to people donating over \$2 or more.

If you require a receipt for funds deposited into the Society bank account, please email knockoneffect@vinnies.org.au

What is tax deductible?

o Donations over \$2 made by an individual, group or organisation

What is not tax deductible?

o Lump sum collections

o Purchases of raffle tickets

o Purchases of items e.g. chocolate, pens etc.

o The cost of attending fundraising events

For more information, please contact the Australia Tax Office at <http://www.ato.gov.au>.

Consent to share images and messages

You, as the fundraiser, give consent to the Society to use all photos, videos, quotes and stories shared with the Society. It is your responsibility to ensure all persons in the photos give consent. You can withdraw your consent at any time by letting us know.

Upholding Vinnies Standards

Vinnies offers a ‘hand up’ to our companions by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny. Please be mindful when organising a fundraiser/event associated with the KOE appeal

and ensure it adheres to our values.

Vinnies will not promote any event associated with the following activities:

- o That promote gambling, alcohol, smoking and tobacco.
- o That promote fundraising via the sale of alcohol direct to the public
- o That promotes/exhibits any nudity, semi-nudity or sexual imagery
- o That promotes violence in any form, or cruelty to animals
- o That results in a potential negative impact on the environment
- o That involves an activity with a high level of personal or public risk
- o Where the logo is used for packaging of a product or on a product and sold in a retail environment without an established corporate partnership agreement

Liability & Indemnification

You agree that to the fullest extent permissible at law:

- a.** that the Society excludes all liability whatsoever in relation to the Fundraising Activity and all related activities, including without limitation all expenses incurred by you or any third party in relation to the Fundraising Activities; and
- b.** to release the Society for all claims and demands of any kind associated with the Fundraising Activity and all related activities, and indemnify the Society for all liability, costs or expenses that may arise in respect to any liability, loss or damage including any injury to any person caused by or relating to the Fundraising Activity.

Insurance

The Society does not provide public liability or any other form of insurance coverage for any community fundraising event organised by a third party. It is up to you to organise appropriate insurance cover for the Fundraising Event, if applicable. The responsibility to seek independent advice to ensure that the Fundraising Activity is appropriately covered by a relevant insurance policy is your responsibility.

You are responsible for ensuring the safety of the Fundraising Activity, including obtaining appropriate insurance, providing official first aid services and undertaking appropriate and adequate risk assessments to ensure the safety and security of all those undertaking or otherwise participating in the Fundraising Event. Fundraising Activities that present inherent or unreasonable risk are not encouraged by the Society.

Other Matters

The Act sets out certain offences (including criminal offences) that apply in relation to unlawfully conducting or taking part in collections for the purposes of Fundraising Activities, as well as offences in relation to the manner that collections for the purposes of Fundraising activities are carried out (including collecting unlawful fundraising and the making of false statements). You are responsible for ensuring that you and any person undertaking, taking part in or otherwise carrying out collections for the purposes of Fundraising Activities are aware of and comply with their respective obligations under the Act.

In the event that the Fundraising Activity is cancelled, or is unsuccessful, you must notify the Society of such cancellation or failure as soon as reasonably possible.

You acknowledge that the Act, Regulations and Authority Conditions contain additional requirements in relation to:

- a.** The participation in Fundraising Activities by children;
- b.** Advertisements, notices and information; and
- c.** The maintenance of books of accounts, records and banking requirements, and you agree to comply with those additional requirements, as relevant.

If you have any queries about your fundraising please email KnockOnEffect@vinnies.org.au