



## FUNDRAISING CONDITIONS

### 1. Fundraising for Oxfam Australia

- 1.2 The individual/organisation (the 'Fundraiser') responsible for running the fundraising event/activity must ensure the fundraising activity/event is planned with the approval of Oxfam Australia (OAus).
- 1.3 Once the *Application to Fundraise* has been approved, OAus will send the Fundraiser an *Authorisation to Fundraise* (sanction) letter confirming OAus's knowledge and limited involvement in the fundraising activity/event. The Fundraiser is not authorised to use OAus as its beneficiary charity until it has received the sanction letter.
- 1.4 The fundraising activity/event shall be conducted in the Fundraiser's name and is the sole responsibility of the Fundraiser. OAus cannot take a coordination role in any of these activities and its officers cannot assist in soliciting prizes, organising publicity or providing goods or services to assist the Fundraiser in the running of the fundraising activity/event.
- 1.5 The Fundraiser must abide by all Legislation and apply for any permits and authorities that may be required. Different states have their own legislation, which should be checked beforehand by the fundraiser. If raising monies from the general public, Fundraisers are required to wear an authorisation card. Authorisation cards must be requested from and supplied by OAus for use during the event. After the event, all Fundraisers must return their authorisation cards with any monies raised directly to OAus.
- 1.6 OAus prohibits registered Fundraisers from collecting from the public through door- knocking or soliciting of donations in public places, such as shopping centres.
- 1.7 OAus generally prohibits Fundraisers from running raffles without explicit authorisation. Special permission may be granted for raffles – please contact Event Fundraising Officer at OAus on (03) 9289 9240 or at [fundraising@oxfam.org.au](mailto:fundraising@oxfam.org.au) for further details.

### 2. Using the Oxfam Australia Name

- 2.1 If the Fundraiser wishes to refer to or promote Oxfam Australia, the organisation must be referred to as "Oxfam Australia". Suggested wording when referring to the relationship between the fundraising activity/event and OAus would be:
  - "Proudly supporting Oxfam Australia"
  - "Funds raised are used to support Oxfam Australia's development projects over 26 countries around the world"
  - "All net proceeds will go to Oxfam Australia's .....appeal"
  - "This is a volunteer run event raising money for Oxfam Australia"

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### **3. Using the Oxfam Australia Logo**

- 3.1. The Agency's reputation and goodwill is extremely important and therefore the name and logos of OAus are protected and can only be used by permission from the OAus National Office.
- 3.2. The OAus policy on logo usage states that a minimum commitment of \$10,000 must be guaranteed to OAus for use of the logo on a national basis. However, each external community fundraising event will be looked at on a case-by-case basis and it is at the discretion of OAus as to whether logo usage shall be granted. Any material or products requesting logo representation must be submitted to OAus together for approval. For smaller fundraisers, a "Proudly supporting Oxfam Australia" or a "We're fundraising for Oxfam Australia" logo may be used after authorisation to fundraise has been granted by OAus but only with the approval of OAus.
- 3.3. Instead of using the logo, OAus can sanction the use of a line of copy stating the relationship between the fundraising event/activity and the Agency for all promotional material, (as per 2.1).

### **4. Celebrities**

- 4.1. Due to the number of demands on celebrities to support OAus, any approach made to these public personalities should be discussed with OAus and approved prior to any contact being made.

### **5. Media and Public Relations**

- 5.1. If you would like to request that a representative from OAus attend your activity, or play a part in the proceedings, please advise OAus to allow enough time for OAus to source the most appropriate representative for your function/event.
- 5.2. OAus would be more than happy to discuss any ideas you may have for media materials or releases. Prior clearance must be obtained from OAus before contacting any media in relation to OAus.
- 5.3. All printed material, including media releases must be approved by OAus. Printed material must be forwarded to OAus for approval prior to being printed or circulated.
- 5.4. Due to the Privacy Act OAus is unable to promote Fundraisers' events to our supporter database.

### **6. Financial Aspects of Your Event**

- 6.1. It is a requirement of the Charitable Fundraising Act that the Fundraiser maintains accurate records of income and expenditure and that monies received in the course of a fundraising appeal be immediately paid into a separate bank account.
- 6.2. The financial aspects, fundraising, raffles, record keeping and management of the fundraising activity/event are entirely the responsibility of the Fundraiser. The Fundraiser must comply with any obligations imposed on it by the Charitable Fundraising Act and/or regulations in the relevant state or territory.

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For more information in your state or territory, please contact:

STATE	DEPARTMENT	PHONE	EMAIL or INTERNET SITE
NSW	Dept of Gaming & Racing Office of Charities	(02) 9995 0300	<a href="http://www.dgr.nsw.gov.au">www.dgr.nsw.gov.au</a>
VIC	Dept of Justice Consumer and Business Affairs	1300 558 181	<a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a>
WA	Dept of Fair Trading: Charitable Collections	(08) 9282 0901	<a href="mailto:charities@mft.wa.gov.au">charities@mft.wa.gov.au</a>
TAS	Dept of Treasury and Finance: Tasmanian Gaming Commission	(03) 6233 3468	<a href="mailto:gaming@tres.tas.gov.au">gaming@tres.tas.gov.au</a>
QLD	Dept of Treasury Office of Gaming and Racing	1800 064 848 or (07) 3872 0999	<a href="http://www.qogr.qld.gov.au">www.qogr.qld.gov.au</a>
NT	Dept of Industries and Business	(08) 8924 4280	
ACT	Department of Urban Services City Operations Branch	(02) 62077139	<a href="http://www.act.gov.au">www.act.gov.au</a>
SA	Dept of Treasury & Finance Revenue Services	(08) 822 69599	<a href="http://www.pics.sa.gov.au">www.pics.sa.gov.au</a>

- 6.3 OAus is registered under the Charitable Fundraising Act. Individual receipts for tax deductions for attendees/supporters of the fundraising activity/event will only be issued by OAus if a donation of \$2.00 or more is made to OAus by that attendee/supporter.
- 6.4 The Fundraiser must keep a register of all attendees/supporters eligible for a tax-deductible receipt. OAus will issue individual receipts directly.
- 6.5 When an attendee / supporter has given money in return for goods or services, a tax-deductible receipt cannot be issued.

## 7 Disclaimer

- 7.1 Fundraisers are NOT employees or agents of OAus, nor are they acting in any other representative capacity of OAus. Fundraisers undertake all fundraising activities on their own behalf at their own risk. Responsibility for any insurance rests solely with the Fundraiser. OAus Insurances do not cover activities that the Fundraiser undertakes. OAus will not be liable for any injury, damage or loss sustained as a result of any fundraising activities. Fundraisers should also note that they are not covered by OAus's public liability insurance.
- 7.2 OAus reserves the right to assess each submission to fundraise on their behalf and at times decline if necessary. It also reserves the right to withdraw its approval for the fundraising activity/event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

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**APPLICATION TO FUNDRAISE**

**EVENT PROPOSAL**

Name of Co-ordinator: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State/Post code: \_\_\_\_\_  
Contact Phone no: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Fundraising Activity/Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Fundraising Activity/Event Venue: \_\_\_\_\_  
Fundraising Activity/Event Address: \_\_\_\_\_  
State/Post code \_\_\_\_\_  
Details of Fundraising Activity/Event: \_\_\_\_\_  
*(attach a separate page if required)* \_\_\_\_\_  
How will the funds donated to OAus be derived?: \_\_\_\_\_  
Estimate amount to be donated to OAus: \_\_\_\_\_  
Requested Resources: \_\_\_\_\_  
*(e.g. posters, brochures, etc)* \_\_\_\_\_

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*I \_\_\_\_\_ (individual responsible for fundraising activity/event) accept the terms and conditions of the Fundraising Conditions set out above. I conducting my fundraising activity/event, I agree to comply with these terms and conditions in a manner that upholds Oxfam Australia's integrity, professionalism and ethos. I agree the event will result in \_\_\_\_\_% of net profits being provided to Oxfam Australia.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Office Use Only**

Resources Provided: _____	Estimated Donation: _____
_____	Money Received (Date): _____
Date Provided: _____	Receipts Issued (Date): _____
Date returned: _____	