

National  
132 Leicester St, Carlton,  
Victoria, 3053

Telephone: (03) 9289 9444  
Facsimile: (03) 9347 1983

Dear Valued Fundraiser,

Thank you for considering Oxfam Australia as the beneficiary of your fundraising event.

We rely on individuals like you to enable us to continue our work in 28 countries around the world including Indigenous Australia, to fight poverty and social injustice.

Please find the following enclosed:

- Fundraising Conditions
- Fundraising Registration Form - the registration form provides the basis for our approval process, so please complete with as much details as possible.

The following conditions have been developed to assist fundraisers (external to Oxfam Australia) in forming a fundraising relationship. These conditions must be adhered to by all relevant parties in order to continue fundraising activities.

To formally submit your proposal please complete and return the signed *Fundraising Registration Form*.

On approval of the registration form, we will send you an authorisation letter, payment details and other relevant information.

This constitutes an agreement, whereby the terms and conditions outlined in this document will be binding for you. Until receipt of the fundraising authorisation, you are not authorised to use Oxfam Australia as your beneficiary charity.

Please let me know if you have any questions, and thank you again for your interest in supporting Oxfam Australia.

We hope you have a successful and enjoyable event!

Kind regards,

**The Events Fundraising Team**

Email: [fundraising@oxfam.org.au](mailto:fundraising@oxfam.org.au)

Ph: 1800 034 034

## About Oxfam Australia

Oxfam Australia is part of a global movement of dedicated people working hard to fight poverty and injustice.

We've been working with communities for more than 50 years, and have learnt that simply giving hand outs is not the answer. Instead, we provide people with the skills and resources to help them create their own solutions to poverty. We're here to help all people realise their basic human rights, which are too often denied by poverty. We are not affiliated with any religious or political parties.

We fight poverty in three ways:

**Investing in long-term projects.** We work with communities to give them the tools and resources to achieve their basic human rights, including education, enough food, clean water and the chance to earn a living.

**Responding to emergencies.** When disaster strikes we act quickly to save lives, delivering essentials such as clean water, shelter and food, and help communities rebuild as well as prepare for any future crises.

**Campaigning for change.** We urge world leaders, companies and organisations to change the rules and practices that keep people in poverty, and support communities here and overseas in calling for justice.

If you would like any further information please visit our website at [www.oxfam.org.au](http://www.oxfam.org.au)

## EXTERNAL ORGANISATIONS RAISING FUNDS FOR O AUS

### 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 for further details.

## 2. Using the Oxfam Australia Name

- 2.1.1 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 28 countries around the world" including Indigenous Australia.
- "All net proceeds will go to Oxfam Australia's .....appeal"
- "This is a volunteer run event raising money for Oxfam Australia"

## 3. Using the Oxfam Australia Proudly Supporting 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 Proudly Supporting 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 and Oxfam Australia Representatives

- 4.1 Due to the number of demands on celebrities to support OAus, any approach made to these public personalities must be discussed with OAus prior to any contact being made. You must not approach celebrities using the name of OAus unless specific prior written approval has been given by OAus.

If the Fundraiser would like a representative of OAus to attend the Event, or play a part in the proceedings, OAus should be notified at least 4 weeks prior to the Event to enable the most appropriate representative for the Event, including state volunteers, to be available. However, please note we have very limited resources and we are often unable to provide representatives.

## 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.

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<br>(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>           |

The proceeds of the Event and a statement of income are to be sent to Oxfam Australia within *14 days of the conclusion of the Event*, unless negotiated with Oxfam Australia.

- 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.
- 6.4 When an attendee/supporter has given money in return for goods or services (e.g. an event), 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 it's 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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## Fundraising Registration Form

### Event Coordinator Details

Full Name: \_\_\_\_\_

Name of organisation (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Finish Date: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

How will funds be raised? (e.g. ticket sales, auction, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated donation: \$ \_\_\_\_\_

(Please note this is just an estimate and not a guarantee, this field must be completed)

Percentage of net profit (if not 100%) \_\_\_\_\_

Please state other beneficiaries from this event (if any): \_\_\_\_\_

Name of companies to be approached for support/sponsorship of the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why did you choose Oxfam Australia?: \_\_\_\_\_

## Support Requested from Oxfam Australia

Please tick the following resources you may require:

- Oxfam Australia representative for event (Please note limitations in Guidelines for more detail)
- Oxfam Australia collection tins or advice on how to create your own
- Tax deductible receipts to be issued (Please refer to Guidelines for further detail)
- Use of the Oxfam Australia name or logo for publicity purposes (Please refer to Guidelines for further detail)
- Oxfam Australia information brochures and posters
- Selling Oxfam Australia merchandise at event (Please note that upfront payment is required for all merchandise sales through Oxfam trading)
- Other (please specify):

## Event Budget

Total Estimated Income: \$ \_\_\_\_\_

Total Estimated Expenditure (complete only if expenses are being taken out of income raised): \$ \_\_\_\_\_

Details of Expenditure (e.g. venue hire, advertising, catering, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL PROFIT: \$ \_\_\_\_\_

Any other relevant information regarding this event that we need to be made aware of:  
\_\_\_\_\_  
\_\_\_\_\_

## Authorisation

I, \_\_\_\_\_ (event coordinators name) agree to comply with Oxfam Australia's fundraising terms and conditions as outlined above. When 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 understand my obligations to send the event proceeds to Oxfam Australia within 14 days of the conclusion of the event.

**If you are under the age of 18 please have a parent/guardian/teacher sign this form on your behalf.**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of adult supervisor (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Once your event has been approved you will receive notification by mail/email of your event authorisation, payment instructions and any other relevant information.

**Please complete and return to:**

Events Fundraising Team  
Oxfam Australia,  
132 Leicester Street  
Carlton VIC 3053  
email: [fundraising@oxfam.org.au](mailto:fundraising@oxfam.org.au)

**INTERNAL USE ONLY**

Date received \_\_\_ / \_\_\_ / \_\_\_ Approval Date \_\_\_ / \_\_\_ / \_\_\_

Con ID \_\_\_\_\_ Recorded on Spreadsheet \_\_\_\_\_

## Your Donation in Action

Your event donations will help us to eradicate the causes and effects of poverty. 67% of our donations come from members of the public like you!

**75c** is used to directly support our development and advocacy programs around the world .

**15c** is invested to generate future income

**10c** spent on essential administration

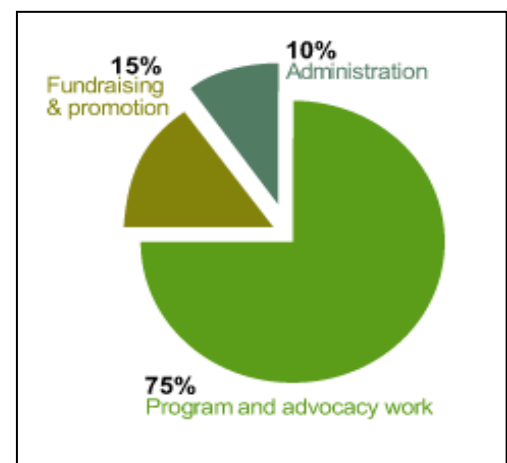
**\$100** can provide poor families in South Africa with tools and seeds to help them create vegetable gardens, giving them nutritious food.

**\$250** can buy 8 life-saving hygiene kits to prevent the spread of cholera in Zimbabwe.

**\$500** A buffalo bank works by giving a poor family a buffalo to help them plough their fields and use for breeding, providing them with enough food and also preventing them from having to work twice as hard planting rice by hand

**\$3,500** Life lessons begin at school, and this gift aims to improve lives from the ground up. By helping to build a school, you'll be building the livelihoods of poor, ethnic minorities from communities of the Tuong Duong and the Ky Son districts in Vietnam.

**\$10,000** is enough to drill a borehole and set up a hand pump for a well, providing a Malawian village of over 3,000 people with a reliable water source.



Malawian village. Andrew Hartwich/OAus