

How far would you walk?

Walk against Want teachers kit

www.oxfam.org.au/walk





Thank you for considering running a Walk Against Want fundraising event at your school.

We rely on schools 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 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 Walk Against Want event!

Kind regards,

The Events Fundraising Team
Email: waw@oxfam.org.au
Ph: 1800 034 034

Walk against Want educational kit for teachers



Oxfam Walk against Want is an initiative that gives your pupils the opportunity to learn about global issues, develop their skills and values as active global citizens, and make a difference to the world.

Many children around the world are missing school because they have to walk miles every day to collect water. You can empower your pupils to help solve this problem by organising an Oxfam Walk against Want at your school. By being sponsored to walk the same distance as a child, pupils raise money to help build items such as latrines, pump wells and water systems in remote village schools to ensure children can go to class – and stay there!

We're not going to tell young people what they

should do about poverty and social injustice. Instead, by exploring Oxfam's work, they'll think about all the possible courses of action open to them.

For the children of Kampong Pang village in Cambodia, the only school with water is several hours walk away from their homes. So, many children simply can't go.

Benefits for your students

Oxfam Walk against Want encourages young people to engage with issues relating to water and education in developing countries, and helps them to develop their own responses. It supports the development of enquiry, analysis and reflection skills that are essential to critical thinking. This work will also develop their social and moral values as they identify with the experiences of people across the world.

Benefits for your school

It also offers a range of benefits across the school. With the potential for cross-curricular or cross-phase implementation, the resources will encourage pupils and teachers to share skills across the curriculum. The walk activities will also help to involve school council and encourage pupils to have their say – key ingredients to building a vibrant and engaged wider school community.

Benefits for the wider community

With its focus on young people taking action, Oxfam Walk against Want will help your school to engage with many sections of the wider community. Through their campaigning and fundraising activities, pupils can involve parents, youth or faith organisations, and other local schools. Activities can also take place in the wider

community, with pupils using public spaces as a stage to spread their message.

Before your school can proceed with a Walk against Want, you will need to sign and return the enclosed Fundraising Agreement. Once we have received your signed Fundraising Agreement, we will send you your Walk against Want Support Pack, including promotional materials and templates to help you gain support for your event.

What is it?

Pupils will be sponsored to walk the same distance as a child walks to fetch water. The experience will help them to empathise with young people in another part of the world, and raise money to help transform.

Where is it?

You could do ten laps around your school oval, organise a 'walk to school' day, or take a trip to the local park.

When?

Your walk can take place during anytime that works best for your school.

Who?

It could be just a class, a year group or the whole school – whatever works best for your school.

How far?

Your walk can be anything between two to 10 kilometres. Older or more able children could also carry buckets of water for part of the distance, to reinforce the connection with young people in Mali.

Fundraising

You can simply charge an entry fee or children can seek online sponsorship as a class for every kilometre they walk via our Everyday Hero page

"We have water collection tanks in our schools now, we can use them for toilets and clean water for drinking. We want to do the same in other villages."

– Sam Sovanna, Oxfam Australia Country Manager, Cambodia.



Photo: Dustin Butler/OxfamAUS

Support:

We'll help you every step of the way. The teacher toolkit (which is sent to registered participants) includes a simple guide to organising your walk, parent letters, stickers, badges and sponsorship forms.

Facts

- 10,000 steps (roughly 6km) is the average amount walked by people in the developing world for their daily water.
- The average family needs to collect water in 19-litre containers, which can weigh about 20 kilograms. This is roughly the same weight as the domestic language allowance, and many women and girls suffer injuries from carrying so much weight every day.
- 443 million school days are lost each year due to water-related diseases.
- The average Australian home uses 277 litres of water a year, of which 23% is used to flush the toilet

* facts courtesy of National Geographic, Melbourne Water & WaterAid

How your school fundraising helps

- **\$5.50** buys a 14 L plastic bucket, with lid and tap for a family in Timor Leste to collect water.
- **\$20** is enough to buy a blackboard, improving the quality of education in a poor community in Cambodia
- **\$26** provides an orphan with school fees for a year in Southern Africa
- **\$84** can give three children in South Africa meals for a week so they can grow and learn.
- **\$98** can provide a water tap to a school in Cambodia to help prevent disease and increases attendance at school.
- **\$135** goes towards providing a well for a village in Sri Lanka, supplying them with a reliable source of clean water.
- **\$186** can provide two orphans with school fees and food parcels for a year.
- **\$283** can provide a 5000-litre water tank to provide clean water to a school for orphaned children in South Africa.
- **\$600** can supply a school in Cambodia with a water tank.

- **\$800** can upgrade a Cambodian school's water system and toilets, ensuring students retain their health and ability to learn.

FAQ

What if we take walk outside of school grounds?

- Seek advice from and check with your local council for any necessary permits, licenses, trading standards and health and safety issues.
- Contact your local police if you are planning an event in a public place which may cause disruption.
- Consider first aid requirements and fire safety.
- Ensure that your relationship with Oxfam Australia is made clear – this is a legal requirement.
- Remember that all your publicity materials should include a statement such as “All proceeds will be donated to Oxfam Australia”, or “Fundraising in support of Oxfam Australia”.
- Consider using other national sources of free health and safety advice, such as the National Occupational Health and Safety Commission www.nohsc.gov.au

A comprehensive check-list is included in the Support Pack.

How do I register for a school walk?

To register to run a Walk against Want at your school simply email waw@oxfam.org.au or visit our website <http://www.oxfam.org.au/act/events/walk-against-want/at-your-school>

How are enquiries for walk against want handled?

Any enquiries sent by supporters to waw@oxfam.org.au enquire@oxfam.org.au or by phoning head office on 1800 088 110 are assisted by the Walk against Want team. We may forward these enquiries directly to you if they are relevant to your event. The above email addresses and phone numbers should not be advertised by Walk Organisers as contacts for the Walk against Want. If the Walk Organiser receives an enquiry about another walk or if the enquirer would like to organise their own Walk against Want, please forward the enquiry to waw@oxfam.org.au or **1800 088 110**.

How do I create an online Everyday Hero fundraising page for my class?

Contact the Oxfam walk team on walk@oxfam.org.au and we can set up a custom page for your school.

Everyday Hero

If you have any further questions about Everyday Hero please do not hesitate to contact the Walk against Want team for a detailed explanation on building your **Hero Page**.

How can my school collect money?

To help you to meet this fundraising pledge we have the below two options to get you started without having to break in to a sweat:

- **Set up an E-Fundraising page**
Quick and easy to use. All you need to do is enter your details, how much you hope to raise, the event you're entering and then you get a free web page. Then send this link to your family and friends and add it to the bottom of all your emails. You can even add a photo if you want to brighten up your web page.
- **Sponsorship form**
If you prefer the old fashioned method we have sponsorship forms which you can download and pass around to your friends and family or we can post you some when you register online.

How do I pay my schools sponsorship money?

The best ways to send your money to us are:

- Pay in your money online via your Everyday Hero page via Visa, Mastercard, American Express BPAY as well as Offline via Cheques, Cash and EFTPOS at over 3,800 Australia Post Stores instantly
- Write a cheque for the total amount payable to “Oxfam Australia” and send it, along with your fully completed sponsorship sheet, to:
**Oxfam Walk
Oxfam Australia,
132 Leicester Street, Carlton, Vic, 3053**
- You can send your sponsorship money by postal order – but please do not send cash through the post.
- Please don't take your fundraising money to an Oxfam shop, because this will only be recorded as a “public donation” and we won't have a record of how much you've raised.



Photo: Jerry Gálea/Oxfam AU

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



Photo: Jerry Galea/OxfamAUS.

What Oxfam Australia supports:

We support people to live safe from war, violence and natural disaster.

We help people to access clean water, healthcare, education and sanitation.

We support women and men to enjoy equal rights, and live free from violence and discrimination.

We support people to make a decent living, leading dignified lives free from poverty and hunger.



Photo: Justin Barber/OxfamAUS.



Photo: Jerry Galea/OxfamAUS.



Terms and Conditions



TOP: Nong Por Village, Feaung District, Vientiane Province, Laos. Oxfam Australia has built a new primary school in the village, which saves children from having to walk over a mountain to a nearby village to go to school. March 2006. Photo: Jerry Galea/OxfamAUS.

ABOVE: An Oxfam assistant demonstrates salt and sugar water for malaria in Timor-Leste. Photo: Penny Tweedle/OxfamAUS.

1. Fundraising for Oxfam Australia

- 1.1 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).
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 OAus prohibits registered Fundraisers from collecting from the public through door-knocking or soliciting of donations in public places, such as shopping centres.
- 1.6 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 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'sappeal"
- "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 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.

WAW Fundraising Registration Form



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.

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. Funding WALK, when all donated income is remitted in full to OAus.

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.

Full Name: _____

Name of organisation (if applicable): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Fax: _____ Web: _____

Email: _____

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?: _____

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): _____

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

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.

Your donation in action



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: _____

Declaration

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.

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: waw@oxfam.org.au

INTERNAL USE ONLY		INITIALED
Date received: __ / __ / __	Approved date: __ / __ / __	
Con ID: _____	Recorded on spreadsheet: _____	

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!

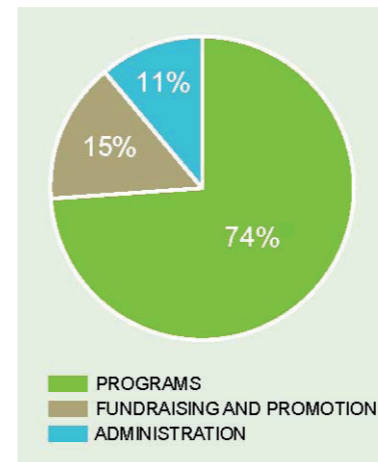
Where the money goes

Program expenditure includes our long-term development, emergency response and advocacy programs, our public campaigns and our work to improve program quality and effectiveness. Fundraising costs are those related to our efforts to attract donations to fund our program and advocacy work. Administration expenses include items such as audit and legal fees, insurance premiums, office maintenance, IT equipment costs and finance and administration staff costs, to ensure our organisation runs efficiently and complies with the complex regulatory environment within which we operate.

74c is used to directly support our development and advocacy programs around the world .

15c is invested to generate future income

11c spent on essential administration



Where program money is spent

During 2009–2010, we funded long-term development and emergency response work in eight regions around the world. In some countries we work through locally-based partners or directly with the community; in other countries we work through another Oxfam affiliate.



Children with seedlings; Covilima, Timor-Leste. The COPE for LIFE project aims to support the empowerment of women and men in Covalima and Oecusse Districts to increase food security and to improve, diversify, sustain and replicate strategies for more secure livelihoods. Photo: Tom Greenwood/OxfamAUS.

- \$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.

www.oxfam.org.au/walk

132 Liecester Street Carlton VIC 3052 Freecall 1800 088 110

