



Hi there,

Thank you for choosing to fundraise for Oxfam Australia. We couldn't do our work without people like you, so thank you!

Did you know that one person in three in the world lives in poverty? Oxfam is determined to change that world by mobilising the power of people against poverty. Around the globe, Oxfam works to find practical, innovative ways for people to lift themselves out of poverty and thrive. We save lives and help rebuild livelihoods when crisis strikes. And we campaign so that the voices of the poor influence the local and global decisions that affect them. In all we do, Oxfam works with partner organisations and alongside vulnerable women and men to end the injustices that cause poverty. And we couldn't do any of this without generous supporters like you!

To formally submit your proposal, **please complete and return the signed *Fundraising Registration Form*** (page 4 and 5 of this document). This form provides the basis for our approval process, so please complete with as many details as possible. Before signing, **be sure to review the *Community Fundraising Guidelines***. These have been developed to help you understand the legal requirements to fundraise on behalf of Oxfam Australia.

On approval of the registration form, we will send you an authorisation letter, payment details and other relevant information. Remember, you are not an authorised fundraiser until you receive your fundraising authority from us.

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

Kind regards,

Kate Coulman

Community Fundraising Coordinator

Email: fundraising@oxfam.org.au

Phone: 1800 088 110

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COMMUNITY FUNDRAISING GUIDELINES

These guidelines have been developed to assist individuals and groups who are planning fundraising activities in support of Oxfam Australia. These guidelines are an overview of some legal requirements, as well as Oxfam Australia's own requirements.

Please remember we're here to help, so please contact the Community Fundraising team on 1800 088 110 if you have any questions.

Planning your fundraiser

Before you start your fundraising event or activity, you must register with Oxfam Australia by completing an 'Application to Fundraise'.

Once approved, Oxfam Australia will issue an *Authority to Fundraise* letter. Until then, you are not able to fundraise. Your *Authority to Fundraise* is valid for a set period which is specified in the letter.

Coordination and management of the event is solely your responsibility as the Fundraiser. Oxfam Australia cannot take a coordination role in any of these activities and cannot assist in soliciting prizes, organising publicity or providing goods or services to assist in the running of the fundraising activity.

Public liability insurance

As a registered Community Fundraiser, you are covered by Oxfam Australia's public liability insurance when you are running a fundraising event for Oxfam Australia. Simply provide us with the date and a brief description of the event you need cover for. However, Oxfam Australia's public liability does not cover you for high-risk events. Please check with us if you are unsure.

Promoting your event

When referring to, or promoting Oxfam Australia, the organisation must be referred to as "Oxfam Australia".



You are permitted to use the 'Proudly Supporting Oxfam Australia' or 'We're raising funds for Oxfam Australia' logos to promote your event once you have received *Authority to Fundraise*.

As the fundraiser, you are responsible for generating your own publicity. Oxfam Australia would be more than happy to discuss any ideas you may have for media materials or releases.

All promotional marketing material, including media releases, that describes the work and role of Oxfam Australia must be approved by Oxfam Australia before it is circulated.

For privacy reasons, Oxfam Australia is unable to promote your fundraising event to our supporter database.

Oxfam Australia Representatives

If you would like a representative of Oxfam to attend or speak at your fundraising event, a Speaker Request form should be completed at least 4 weeks prior to the Event. However, please note due to limited resources it is not always possible to provide representatives.

Fundraising Requirements

State legislation prohibits you from collecting money door-to-door or in public places such as shopping centres unless prior permission is granted.

Permission to fundraise is not a license to run your own raffle. Please refer to the relevant State based legislation as there are extensive guidelines regarding this type of fundraising.

There are often complex laws relating to fundraising activities in Australia, with variations from State to State. It is the responsibility of the Fundraiser to make sure the event complies with any obligations imposed on it by the relevant state legislation relating to fundraising, and to apply for any permits and licenses that may be required.

Money Management - Receipts

Oxfam Australia will automatically provide tax-deductible receipts to people who donate \$2 or more online. If a tax-deductible receipt is required for cash donations given at your fundraising event, you should provide a list of people requiring receipts on the template document provided at the same time as depositing the funds. Oxfam Australia will then send out receipts directly to donors.

Oxfam Australia is not allowed to issue a tax-deductible receipt to anyone who has received something in return for their donation (e.g. an entry fee to a comedy night, or buying a cake at a bake sale) - this is not tax-deductible as these people have received something in return for their payment.

Money Management – Record Keeping

It is a legal requirement that you keep accurate records of how much you spend on an event and how much money was raised. You will also need to keep receipts, bank deposit information and donor pledge sheets. Full records must be returned to Oxfam Australia promptly after the event.

All expenses associated with the fundraising event are the responsibility of the fundraiser. However, you can deduct necessary expenses from the money raised at your event provided the expenses are properly documented and in compliance with any relevant state legislation. Oxfam Australia is unable to reimburse event expenses from funds deposited at any time.

Banking

Try to bank money as soon as possible after you raise it. Make sure all funds are banked no later than 4 weeks after your event has finished. Please contact the Community Fundraising team for more information about how to bank your funds.

Once funds have been received by Oxfam Australia, they will NOT be returned to the donor.

After your event

Once your event has finished, please promptly return any materials to Oxfam Australia, including:

- Your income and expenditure statement
- Collection buckets (if these were provided as this will allow us to use them again).

If you have any queries about your fundraising event, our Community Fundraising team are here to help, so please contact us by calling 1800 088 110 or emailing fundraising@oxfam.org.au if you'd like any support or advice.

THANK YOU AGAIN FOR YOUR AMAZING EFFORTS FOR OXFAM AUSTRALIA – WE COULDN'T DO OUR WORK AROUND THE GLOBE WITHOUT PEOPLE LIKE YOU.

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. 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 guidelines 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 4 weeks 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: _____