

Community Fundraising Application and Agreement



1. Organiser's Details

Name of Organisation: _____

Name of Owner/ Manager/ President: _____ Position: _____

Organisation Address: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____ Website: _____

2. Fundraising Activity Coordinator's Details

Name of Fundraising Activity Coordinator: _____ Position: _____

Activity Coordinator Address: _____

(Complete address only if you wish correspondence to go directly to activity coordinator address)

Phone: _____ Mobile: _____ Email: _____

Have you ever organised a fundraising activity for Very Special Kids before: Yes No

If yes, please provide details on the fundraising activity, including date and location:

Why have you chosen to fundraise for Very Special Kids:

3. Event / Activity / Project information

Proposed date/time of fundraising activity: _____

Name of proposed fundraising activity: _____

Location of activity (if applicable): _____

Anticipated number of participants/guests/attendees(if applicable): _____

How do you plan to advertise your event/activity/project: _____

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5. Fundraising agreement

I _____ (Fundraising Activity Coordinator) accept the terms and conditions of the attached Fundraising Guidelines. I agree to conduct my event/activity/project in accordance with those terms and conditions and in a manner that upholds the integrity of Very Special Kids. I have read and I agree to abide by the fundraising rules and Guidelines of Very Special Kids and indemnify Very Special Kids from and against any claim for injuries or damage arising at or from the project/event that is the subject of this application.

Signed by: _____ Date: _____

Owner/ Manager/ President

Signed by: _____ Date: _____

Fundraising Activity Coordinator

Please submit your fundraising application to:

Addy Wetzler

Very Special Kids, 321 Glenferrie Road, Malvern VIC 3144

Phone: (03) 9804-6227 Mobile: 0422 689 847 Fax: (03) 9804 6229 E: awetzler@vsk.org.au

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Community Fundraising Guidelines

These guidelines are to assist corporate or community organisations and individuals who are interested in undertaking fundraising projects to benefit Very Special Kids. These guidelines provide the basis for an event/activity/project (to be referred to as the “Event”) to be organised by the Fundraiser on behalf of Very Special Kids.

If accepted, by signing and returning the Community Fundraising Application and Agreement, these guidelines will form the basis of any dealings between Very Special Kids and the Fundraiser in relation to the event. In all instances “Fundraiser” means the individual or organisation holding the “Event” on behalf of Very Special Kids.

1. Approval process

You will need to complete and sign the Fundraising Application and Agreement form. You will be notified by email if your Application is successful. Any person or organisation fundraising in Victoria is required by law to have an ‘authority to fundraise’. Very Special Kids will send the Fundraiser an authorisation letter confirming Very Special Kids’ consent to fundraise when:

- A completed and signed application form has been received;
- Very Special Kids is satisfied the Event will produce a reasonable amount of funds raised after expense have been deducted (total expenses must be less than 35% of total proceeds);
- Very Special Kids is satisfied that the Event fits in with the aims and values of Very Special Kids;
- Very Special Kids is satisfied that the Event fits in with the promotional objectives of Very Special Kids;
- Very Special Kids is satisfied that the Event is not high risk;
- Very Special Kids is satisfied the Event will not conflict with any other event in the Very Special Kids schedule;
- That all issues relating to public liability, permits, and other legal and safety requirements have been addressed.

The Fundraiser is not authorised to use the name of Very Special Kids as its beneficiary charity until it has received that letter. Very Special Kids reserves the right to withdraw approval to fundraise should it be necessary to protect the reputation of Very Special Kids. This decision will be made at the sole discretion of Very Special Kids. If this occurs, all fundraising and promotion must cease immediately, and the fundraising authorisation letter and all monies raised (to date and beyond) must be returned to Very Special Kids within 7 days.

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2. Use of Logo

Very Special Kids must approve all advertising or promotional material produced for an external fundraising Event, including media releases. Materials must be forwarded to Very Special Kids for approval prior to being printed or circulated to the public. This includes the use of the Very Special Kids logo and key messages within any medium (print, online etc.). Very Special Kids will endeavour to provide prompt responses to any requests for approval to ensure that the Fundraiser is not delayed. **Failure to seek approval may result in Very Special Kids withdrawing approval to fundraise.**

3. Operations and support

It is a requirement that organisations, groups or individuals conducting public fundraising activities on behalf of Very Special Kids are solely responsible for the running the Event.

Once the Event has been approved, Very Special Kids will appoint a staff member to assist you; providing support where feasible. Please keep in mind that Very Special Kids staff resources are minimal so as to ensure that money raised goes towards the programs and services that the organisation provides to Victorian families. As such, the Fundraiser must be largely self-reliant (whilst ensuring that approval is sought where applicable). The role of the staff member is to answer queries and approve requests, *not* to be the Event Manager.

Very Special Kids will not be responsible for the financial management, human resources, marketing, promotion, operational logistics, sponsorship procurement and soliciting of prizes and auction item.

4. Legal requirements

The Fundraiser is obligated by legislation to:

- Provide Very Special Kids with an accurate estimate of the income and expenses associated with the Event
- Keep detailed and accurate financial records.
- Ensure money raised and details of the actual income and expenditure are returned to Very Special Kids within 4 weeks of the Event

Consumer Affairs Victoria requirements (only relevant if raising over \$10,000 gross):

On July 1st 1999 the Fundraising Act 1998 came into effect. This Act seeks to maintain public confidence in the work of charities by ensuring fundraisers are accountable for funds raised by the public. We recommend that you visit the Consumer Affairs Victoria website at www.consumer.vic.gov.au for further information.

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The Act requires fundraisers to apply appropriate standards in relation to the handling and banking of monies and the maintenance of adequate records. These provisions are directed at protecting the public from fraud and malpractice, without interfering with bona fide fundraising appeals.

Very Special Kids has worked closely with Consumer Affairs Victoria to comprehend and comply with the Act and is dedicated to supporting individuals and groups who wish to fundraise on behalf of Very Special Kids.

If your Event is likely to raise \$10,000 or more you will need to complete and submit a Notice of Intention to Conduct a Fundraising Appeal form direct to Consumer Affairs Victoria and forward a copy to Very Special Kids.

Your proposed Event cannot take place until approval has been given by Consumer Affairs Victoria. You can proceed with your Event if you do not receive a response within 21 days of Consumer Affairs Victoria receiving the form (they will only contact you if they are declining your request).

Victorian Commission for Gaming Regulation - Raffle Approval

All fundraising raffles must comply with the conditions set down by the Victorian Commission for Gaming Regulation e.g. if prizes exceed \$5,000 in value a permit must be sought. We will be happy to provide you with full details of these requirements upon acceptance of your application or please visit www.vcgr.vic.gov.au for a raffle information pack.

5. Financial outcomes and receipting

We appreciate that external fundraising activities can range from large scale public events to smaller projects run by individuals. It is important for anyone considering conducting a fundraising activity on behalf of Very Special Kids to identify a realistic financial return that can be achieved by their efforts and to weigh this against the time and effort required to conduct the activity. Although every dollar helps us with our work, we would like to harness your energy and support in a positive way and may therefore provide you with some guidance as to outcomes that may or may not be achievable for a proposed fundraising activity.

All expenses associated with conducting such fundraising activities are the responsibility of the Fundraiser. Very Special Kids cannot pay expenses incurred by the Fundraiser, however the Fundraiser can deduct necessary expenses from the proceeds of your Event (total expenses must be less than 35% of total proceeds).

Net proceeds raised from the fundraising event/activity/project must be forwarded to Very Special Kids as a lump sum in the form of a bank cheque, personal cheque, money order made out to Very Special Kids or as an electronic transfer directly into the nominated Very Special Kids bank account. Net proceeds must be forwarded to Very Special Kids within 4 weeks of the Event taking place.

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Very Special Kids can provide official receipts for approved events. Tax-deductible receipts will only be issued to people donating money of \$2 or more and only in circumstances where the donation is a 'deductible gift', in terms of tax legislation. Please refer to www.ato.gov.au for more information.

It is the Fundraisers responsibility to keep a register of all attendees/supporters requesting a tax-deductible receipt. The register must be in the format of a Microsoft excel document including name, address, city, state, postcode (business addresses are also acceptable and in that case positions/titles and company will also be required and must be forwarded to Very Special Kids by email or other agreed format.

Once funds have been received by Very Special Kids and cleared in the bank account, individual receipts will be posted to those listed on the register who have requested a receipt.

Please note that Very Special Kids cannot provide receipts to attendees/supporters for non-tax-deductible items such as sponsorship, ticket purchases, entry to an event, donations of goods or services, raffle ticket and auction purchases. Please refer to www.ato.gov.au for more information.

Thank you!

With *your* help, we will continue to support Victorian families caring for a child with a life-threatening condition.