

## **Collection Unit Fundraising Guidelines**

These guidelines are to assist groups and individuals who are interested in undertaking fundraising via a Very Special Kids official collection unit (Counter Pig/Collection unit) to benefit Very Special Kids.

You will need to complete and sign the Collection Unit Application and Agreement form. Once the application has been received you will be issued a 'consent to fundraise' and the Counter Pig/unit/s by mail. Any person or organisation fundraising in Victoria is required by law to have a 'consent to fundraise'. The Fundraiser is not authorised to use Very Special Kids as its beneficiary charity until it has received that letter.

### **The Fundraising Appeals Act 1998 (Vic) have strict guidelines and require for the Very Special Kids Collection Unit to meet the following criteria:**

- Collection Units must be securely fastened to a counter / bench
- Collection Units must be properly sealed
- That two persons be present at any opening of the Collection Units, jointly count the donations and jointly sign a document confirming the total amount counted
- Please note as this unit is an official charity collection unit which has been registered with Consumer Affairs, a statutory declaration or police report is therefore required for lost or stolen units. It is an offence to retain collection units for personal use.

### **To meet the above criteria, you are required to implement the requirements listed below:**

- Upon receipt of the Counter Pig/Collection unit, check the serial number, which is located on the base of the Counter Pig/Collection unit, corresponds with the number recorded on the enclosed Reconciliation Form.
- Secure Counter Pig/Collection unit to an immovable object when displaying the Unit.
- Ensure two people are present at any opening of the Counter Pig/Collection unit, jointly count the donations and jointly sign the Collection Unit Reconciliation Form.
- When funds have been banked, please return completed reconciliation form to [rsyme@vsk.org.au](mailto:rsyme@vsk.org.au).

All proceeds raised from the Collection Units can be forwarded to Very Special Kids using the Collection Unit Reconciliation Form. Payments can be received in the form of EFT, cheque (bank, personal or money order made out to Very Special Kids) or via credit card details. Very Special Kids will issue a receipt on receiving the funds.

To apply, please complete the application form on Page 2. For further information, please contact Rowena Syme, Piggy Bank Appeal Coordinator, on 03 9804 6228 or email [rsyme@vsk.org.au](mailto:rsyme@vsk.org.au).

Very Special Kids reserves the right to withdraw approval to fundraise should it be deemed the fundraising activity and/ or individual/businesses does not align with our purpose, vision and values of Very Special Kids. Should this occur, the fundraiser will be contacted and all fundraising and promotion activities must cease immediately. The fundraising authorisation will be cancelled and all property of Very Special Kids must be returned within 7 days.

**Collection Unit Application and Agreement Form**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Business Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Please indicate the type of Collection Unit you would like to host:



Collection Tin (best for small spaces)

Quantity required: \_\_\_\_\_



Collection Pig (approx. 20cm high and 20 cm wide)

Quantity required: \_\_\_\_\_

Will the Piggy Bank Appeal Collection Unit/s be displayed at the address listed above?

Yes  No (If no, where will the Counter Pig/s be displayed)?

\_\_\_\_\_

Intended duration of use of Collection Unit/s:  12 Months  Other

I accept the terms and conditions of the Collection Unit Fundraising Guidelines. I agree to conduct my fundraising in accordance with those terms and conditions and in a manner that upholds the integrity of Very Special Kids.

I acknowledge that 100% of funds collected in the Very Special Kids collection receptacle (Counter Pig/Collection Unit) will be forwarded to Very Special Kids.

I have read and I agree to abide by the Collection Unit Fundraising Guidelines of Very Special Kids.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_