

Fundraising Guidelines Pancake Day 2019

1. Information for Fundraisers

Thank you for choosing to raise funds for Uniting (Victoria & Tasmania) Ltd. We greatly appreciate all support from individuals and organisations. Your support enables us to provide our essential programs and services, supporting and empowering vulnerable and disadvantaged individuals and families to improve their quality of life. To help make your fundraising activity a success, and to ensure it meets relevant fundraising legislation, please read these guidelines carefully and contact us if you have any questions.

2. Fundraising for Uniting (Victoria & Tasmania)

These guidelines have been developed to assist individuals, groups and organisations (Fundraiser) who are planning to organise a fundraising activity on behalf of Uniting (Victoria & Tasmania) Ltd (Uniting). A Fundraiser must agree to these terms and conditions. If approval to fundraise is granted by Uniting these terms and conditions will form the basis of any dealings between Uniting and the Fundraiser in relation to the fundraising activity.

3. Authorisation

When registering, Fundraisers must provide Uniting with a clear written description of the nature, extent and duration of the fundraising activity; an estimate budget of the proposed fundraising activity, and information about the group or individuals organising the activity. Any individual or organisation organising a fundraising activity on behalf of Uniting must, by law, have a Letter of Authority to Fundraise. Uniting will issue the Fundraiser this letter printed on Uniting letterhead if their proposal is accepted and Uniting is satisfied that the:

- activity fits in with the aims and values of Uniting
- activity will produce a reasonable return after expenses have been deducted
- Fundraiser will record full details of the income and expenditure of the fundraising activity
- Fundraiser will provide Uniting with copies of records at the conclusion of the fundraising activity, and
- activity is not considered high risk.

The Fundraiser is not authorised to use Uniting as its beneficiary charity until it has received the Letter of Authority to Fundraise. Permission to fundraise is issued for the time period specified by Uniting to the Fundraiser.

The Fundraiser understands that Uniting reserves the right to not approve or withdraw approval of this fundraising activity at any time should the fundraising activity or the fundraising activity organisers fail to comply with these guidelines.

4. Organising your activity

The fundraising activity must be conducted in the name of the Fundraiser and is the sole responsibility of the Fundraiser. The Fundraiser must make it clear in all dealings with the public, sponsors and supporters that they are not employees of Uniting, nor are they acting in any other representative capacity.

Uniting is not able to take a coordination role in organising the fundraising activity and our staff cannot assist in soliciting prizes, organising publicity or providing goods or services to assist the Fundraiser in the running of the fundraising activity unless otherwise agreed.

The Fundraiser must not proceed with the fundraising activity without Uniting's prior consent.

Please be aware that specific requirements may apply if children are participating in your fundraising activity, such as Working With Children Checks. A child is anyone under the age of 18. There are also standards of best practice associated with children participating in fundraising that may apply. Please discuss with Uniting if you intend to involve children in your fundraising activity.

5. Using Uniting's name and logo

Please remember that the activity will not be a Uniting activity, but an activity to raise funds for Uniting or a specific Uniting program or service we operate.

If the Fundraiser wishes to refer to Uniting subject to these guidelines, it must refer to Uniting (Victoria & Tasmania) as "**Uniting Vic.Tas**".

The Fundraiser has no right to the name "Uniting (Victoria & Tasmania)", "Uniting Vic.Tas" or any Uniting program or service name, nor is the Fundraiser given the right to raise funds in these names other than as set out in these guidelines.

Any use of Uniting's name and logo, or an applicable service/program's name and logo must be approved. Each fundraising activity will be evaluated on a case by case basis and it is at the sole discretion of Uniting whether name and logo usage is granted.

If permission for name and logo usage is granted, special conditions to be negotiated between Uniting and the Fundraiser may apply, especially if the use of the logo(s) is for marketing activities of the organisation.

All references to Uniting or a Uniting program or service in all promotional material (eg pamphlets, brochures or products), including text and images, whether taken from Uniting's website and print materials or another source, must be submitted to Uniting for approval prior to publication.

If permission to use a logo is granted, the Fundraiser must not alter, reproduce or amend that logo in any way that breaches the integrity of the trademark design (eg changes to colour, stretching or skewing original dimensions, cropping. or additions to the design) Uniting will provide approved logo files for the purpose of the Fundraiser.

Uniting may approve the use of an acknowledgement stating the relationship between the fundraising activity, Uniting and or a program or service.

Uniting cannot undertake media relations on behalf of the Fundraiser but may provide advice on producing media materials. Please notify Uniting if you intend to approach any media regarding your fundraising activity. All printed material, such as media releases must be approved by Uniting.

If you receive any media enquiries relating to Uniting, you must immediately forward the enquiry to Uniting. You have no authority to comment on behalf of Uniting and must not represent as having such authority.

Printed material must be forwarded to Uniting for approval prior to being printed or circulated.

6. Relevant Fundraising Legislation

When fundraising in Victoria your fundraising activity must be conducted in accordance with the ***Fundraising Act 1998 (Vic)*** and the ***Fundraising Regulations 2009 (Vic)***.

Uniting recommends you contact Consumer Affairs Victoria to understand your duties and responsibilities as a Fundraiser under the legislation.

When fundraising in Tasmania your fundraising activity must be conducted in accordance with the ***Collections For Charities Act 2001***.

It is important that you are familiar with the relevant legislation, which can be found at www.legislation.vic.gov.au and www.legislation.tas.gov.au, respectively.

The Fundraiser agrees that the information provided to Uniting will be made available to regulatory authorities on request.

7. Money Management

As the Fundraiser, you are responsible for all financial aspects of the activity including record keeping, management of funds raised.

Please ensure the final amount of funds raised is deposited as follows:

1. By cheque payable to Uniting (Victoria & Tasmania)
Locked Bag 8, A'Beckett Street VIC 8006
2. By Direct Deposit to:
 - Bank: Westpac
 - BSB: 033 005
 - Account Number: 34 70 47
 - Account Name: Uniting (Fundraising)
 - Ref for deposit: To be advised in your Letter of Authority to Fundraise

Your basic obligations are to:

- keep and provide Uniting with accurate financial records of your activity, and
- provide all funds raised to Uniting within 28 days of completing the fundraising activity.

Uniting cannot pay or reimburse any expenses incurred by the Fundraiser as a result of the fundraising activity. However, you can deduct expenses incurred from the proceeds of the activity, provided this is properly documented.

8. Privacy

Uniting is committed to ensuring that your privacy is protected. Should Uniting ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with our privacy statement. You can access our privacy statement at www.vt.uniting.org/privacy-statement/

9. Support available from Uniting

While Uniting tries to assist all Fundraisers as much as possible, we may not be able to meet all requests for assistance to promote your activity or provide a representative to attend your activity, unless otherwise agreed. Please consider these factors in completing your Community Fundraising Application

10. Contact us

Community Fundraising
Uniting (Victoria & Tasmania)
Level 6, 250 Victoria Parade, Melbourne 3002

Locked Bag 8, A'Beckett St, VIC 8006
T 03 1800 060 543
E pancake.info@vt.uniting.org

For more information about Uniting, and to learn more about our programs and services, please visit:
www.vt.uniting.org

Thank you once again for your generous support.