

## Fundraising Terms of Agreement

The Australian Government has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Acts in each state, anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the charity. So, before you start your fundraising for Olivia's Place, we will need to authorise your fundraising activity. All individuals, groups or organisations who wish to fundraise must register with us, whatever the size of the event or the donation (cash or in-kind). These Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of Olivia's Place. We need you to read the guidelines, then complete, sign and send back the "Permission to Fundraise form" to the Olivia's Place Fundraising Team (for more information please email [fundraising@oliviasplace.org.au](mailto:fundraising@oliviasplace.org.au)). The Fundraiser is not authorised to use Olivia's Place as its beneficiary charity until it has received the authorisation letter in return.

**Thank you for supporting Olivia's Place! We're sure that you'll enjoy fundraising so that we can continue supporting families in the Gippsland community.**

### Fundraising for Olivia's Place

- Due to limited resources, Olivia's Place is not able to take a coordination role in your event (the 'Event'), such as assistance with ticket sales or soliciting prizes. The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangements for the Event must be planned with the approval of Olivia's Place and Olivia's Place expects a reasonable level of liaison and information about the Event.
- Any changes made from the original details provided on the Permission to Fundraise Form must be reported to Olivia's Place and may result in a new authorisation letter being distributed.
- Olivia's Place requires that there be no door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Event.

### Financial aspects of the event

- Any expenditure involved with the conduct of your Event and any disposition of funds and profits resulting from the Event must be properly authorised by Olivia's Place beforehand.
- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the Event. The Charitable Fundraising Act states this as expenses not exceeding 40% of the gross proceeds.
- The proceeds of the Event are to be sent to Olivia's Place within 14 days of the conclusion of the Event.
- For donated goods and services, Olivia's Place requires correspondence from the company or individual stating the donated value of goods or services to the Event.
- If you are using Olivia's Place Baby Bottles for donations at your event all funds donated via the donation bottles are to be deposited directly to the Olivia's Place bank account and are not to be used to cover costs associated with the community fundraising event.

### The use of Olivia's Place name and logo

- The Fundraiser has no right to the names 'Olivia's Place'. Nor is the Fundraiser given the right to raise funds in that name. This means you cannot call your event a Olivia's Place event i.e. An Olivia's Place Trivia Night, however you can call it an event 'supporting Olivia's Place'. Recommended wording would be, 'This event proudly supports Olivia's Place'.
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to Olivia's Place for approval and must also state how the proceeds from the event are to benefit Olivia's Place e.g. 'all proceeds from this event' or 'all proceeds from the auction'. Please allow up to 10 days for approval of your material.
- If the Fundraiser wishes to use the Olivia's Place logo on any materials or products, the Fundraiser must obtain prior permission from Olivia's Place.
- Further information about the correct and incorrect way to use our Olivia's Place Proudly Supporting Logo will be provided in our Olivia's Place Proudly Supporting Logo Guidelines.
- Should you wish to include some stories, testimonials or case studies in your promotional material the Olivia's Place Fundraising Coordinator will be able to provide you with appropriate information.

### Media and public relations

- All media materials and press releases must be approved by Olivia's Place prior to circulation. Please allow up to 10 days for approval.

### Permits

- Some activities require permits e.g. raffles where the total prize pool is over a certain amount. Please visit [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au) for more information.
- Permits are also required by councils and shopping centres for outdoor events.

### Liability

- All aspects of financial and public liability and public safety are the responsibility of the Fundraiser. As Olivia's Place is not the Fundraiser we are unable to cover any liability on your behalf.
- The Fundraiser agrees to release Olivia's Place to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of Olivia's Place or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

### Prohibited activities

Olivia's Place will not accept funds raised via or from:

- Sports betting – e.g. horse racing, greyhound racing and boxing matches.
- 'Pokie' machines.
- Adult entertainment.

Olivia's Place reserves the right to refuse any fundraising activity that does not align with its values or ethics.

### Tax-deductible receipts

Please note that we can provide one (1) tax-deductible receipt only – this can be made out to you as an individual, or to your organisation. We are unable to provide multiple receipts if several people have contributed to your donation - in this instance we are happy to provide a Certificate of Appreciation to the group; please email [fundraising@oliviasplace.org.au](mailto:fundraising@oliviasplace.org.au) if this is required.



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