

FUNDRAISING POLICY TT-09

Version Control

Version	Date	Approved By	Description	Review Date
1.0	Jan 2024	Board	New policy	Jan 2025

Background

This policy outlines the fundraising principles by which Little Things for Tiny Tots (‘the charity’) will conduct its fundraising activities.

Context

In February 2023, the Commonwealth, State and Territory Treasurers agreed to a set of nationally consistent fundraising principles to streamline and harmonise State and Territory requirements on charitable fundraiser conduct (‘Fundraising Principles’). Those national Fundraising Principles are contained in this policy.

Definitions

Fundraising: Generally refers to activities such as soliciting public or private donations of cash, goods or services, holding online and offline fundraising events, raffles and other games, corporate partnerships, sponsorships and other activities to gather contributions.

Relevant Legislation	<ul style="list-style-type: none"> • <i>Privacy Act 1988</i> (Cth)
Related Policies	<ul style="list-style-type: none"> • Privacy Policy TT-01 • Complaints Handling Policy TT-04

Scope

This policy applies to the Board and all staff and volunteers who have designated roles pertaining to fundraising.

Policy



It is the charity's policy that any fundraising activities will be conducted in line with the Fundraising Principles.

It follows that when conducting fundraising activities, the charity will ensure that our Board, staff, volunteers, contractors and anyone else who we engage or arrange to raise funds on our behalf:

1. Always explain the purpose of the charity and the purpose to which the funds raised will be applied in ways that are appropriate for the audience.
2. Always be clearly, and individually, identifiable by the public (for individuals fundraising, this includes displaying identification that contains the individual's name, whether they are a volunteer, employee or acting in some other capacity for the charity, and the charity's name and contact details).
3. Always make and keep written records of fundraising activities that can be easily read and understood.
4. Always acknowledge and comply with a:
 - refusal to make a donation
 - request not to receive future solicitations (including marketing and promotional materials)
 - request to be contacted at a more convenient time or by a different means
 - request to limit the number, type or frequency of solicitations.
5. Never conduct door-to-door or telephone fundraising activity at the following times:
 - before 9 am or after 5 pm on a weekend
 - before 9 am or after 6 pm (door-to-door) or 8pm (telephone) on a weekday
 - on a public holiday, unless the public holiday is closely connected with a fundraiser's charitable purpose.
6. Never mislead, deceive or knowingly use false or inaccurate information when fundraising.
7. Never place undue or unreasonable pressure on a person when fundraising, or act unconscionably in any way to obtain a donation.
8. Never exploit the trust, lack of knowledge, lack of capacity, apparent need for care and support, or vulnerable circumstances of any donor.
9. Always make it clear whether a donation is a one-off or an ongoing donation, and clearly explain how to end an ongoing donation.
10. For commercial fundraisers engaged to fundraise for a charitable organisation, never accept a donation without having explained that they are part of an organisation that makes a profit from fundraising as well as how they are paid.

At all times, the charity will:

1. Conduct all reasonable due diligence when engaging third parties to assist, support or deliver fundraising activities on its behalf.
2. Make and keep written records of the total funds raised and the purposes for which funds are applied.



3. Take all reasonable measures to protect the health, safety and wellbeing of fundraisers employed or directly engaged by us, as well as members of the public, when fundraising.
4. Establish and maintain a complaints process that allows for proper investigation and redress of fundraising complaints that may be made by the public and encourage anyone with concerns about a fundraising activity conducted by or on behalf of the charity to contact us.
5. Ensure information covered by the *Privacy Act 1998* (the Act) is collected, used and managed in accordance with the Australian Privacy Principles where required under the Act.
6. Always ensure remuneration to commercial fundraisers engaged to fundraise for a charitable organisation is not excessive when compared to money or goods received for the charitable purpose of the fundraising.

Related Procedures

Recording of fundraising activities and funds raised.