

Fundraising Application Form

Please complete and return to events@vinnies.org.au or to PO Box 5, Petersham NSW 2049.

Please do not commence fundraising or publicising your event until you receive Vinnies approval and a formal Authority to Fundraise letter.



Tell us about yourself

Application date ____ / ____ / ____

First name _____ Last name _____

Organisation name (if relevant) _____

Address _____

Suburb _____ State _____ Postcode _____

Daytime phone _____ Mobile _____

Email _____

Are you 18 years or over? Yes / No

It's ok if you're not over 18, we will just need to check you have your parents' permission.

Have you raised funds previously for St Vincent de Paul Society NSW? Yes / No

What inspired you to host a fundraising activity to support Vinnies?

What is your fundraising activity?

Activity name _____

Activity details _____

Dates and times _____

Venue and address _____

Estimated attendees (if an event) _____

How will you promote your activity? Please be specific, for example: posters in local stores, social media posts, newsletter ad in local parish, etc.

How do you plan to fundraise?

How will funds be raised? Please be specific, for example: online donations, ticket sales, raffles, food sales, etc

How much is your anticipated revenue \$ _____

How much are your estimated expenses \$ _____

Expenses should not exceed 40% of your fundraising goal. Seek sponsorship & donated goods to keep expenses to a minimum.

What are your expected expenses? Please be specific, for example: advertising, equipment hire, etc.

Is there a specific Vinnies service or area you would like to direct your support or would you like to support the area of greatest need?

Will you need to obtain any licenses, permits or permissions? If yes, please describe.

How can Vinnies support you?

Vinnies can support your fundraising activity by providing you with a number of useful resources and templates. Please let us know what materials would help you:

- Vinnies materials** (logo, signage, pamphlets)
- Donation materials** (tax deductible receipt books, collection buckets)
- Vinnies representative to attend your activity**
- Digital materials** (email signature, social media tiles, newsletter tile, images, videos)
- Templates** (letter, poster, PowerPoint, certificates)
- Promotion** (local media assistance, promotion across Vinnies web, social and print channels)
- Cause information** (statistics, fact sheets, stories)
- Fundraising tips** (online, corporate, community, school)

Please note we may not always be able to provide you with every resource you request.



Community Fundraising Terms & Conditions

Fundraiser Management

- Any event organised by a third party (individual, group or organisation), external to Vinnies (St Vincent de Paul Society NSW) is not an official Vinnies event and that third-party is not acting as an official representative or agent of Vinnies.
- Vinnies bears no responsibility for the management or conduct of a fundraising event organised by a third party. The event will be conducted in the organiser's name and they will be solely responsible for the organisation, conduct and outcomes of the activity or event.

Legal Compliance and Insurance

- The organiser must take responsibility to ensure their event or activity is compliant with all legislative requirements, and must obtain all necessary permits, permissions, authorities and licences needed.
- It is the responsibility of the individual organiser to investigate these requirements and no responsibility will be taken by Vinnies for matters involving national, state/territory or local council laws, or venue codes of conduct. For further information see www.olgr.nsw.gov.au.
- The organiser agrees to release Vinnies to the fullest extent permissible under law for all claims and demands of any kind associated with the event or activity and related outcomes, and indemnifies Vinnies for all liability or costs that may arise in respect to any damage, loss or injury that occurs to any person in anyway associated the event or activity.

Safety and Risk

- Events must be organised with the safety and security of all participants in mind and the organiser must take responsibility for the safety and security of others and themselves, including holding the required insurances such as public liability insurance.
- Events or activities that present inherent or unreasonable risk will not be approved by Vinnies.

Reputation and Ethical Behaviour

- The organiser or event/activity must not in any way undermine the work of Vinnies, discredit Vinnies brand, or bring Vinnies into disrepute. The organiser commits to fundraising in an ethical way that is in line with the values of Vinnies.
- The organiser must not approach the general public with door to door, street or telephone collections as part of the fundraising activity.

Branding

- The organiser will seek express written permission before using the Vinnies brand in any way, such as in promotional materials, including use of: logos, taglines, images, and any other brand elements.
- The event or activity should not be named or branded as Vinnies (for example: 'Vinnies Art Exhibition' or 'Vinnies Walkathon'). The organiser should seek to instead name the activity themselves, with support being promoted with the text 'supporting Vinnies' or 'proceeds donated to Vinnies'.

Media

- Permission must be sought before contacting the media. Discuss media opportunities with Vinnies by contacting the Fundraising and Communications Team.

Financials

- The organiser is responsible for covering any expenses relating to the event and as such any losses that may arise from the event or activity. Vinnies takes no responsibility for the financial outcome of the event/activity.
- The organiser agrees to be honest in their handling of money that they have committed to donate.



- The organiser will hold all funds raised until the event or activity is complete.
- The organiser is required to send the funds raised to Vinnies within 14 days of the event or activity being completed.
- The organiser must commit to accurately completing all necessary paperwork and supplying this to Vinnies within 14 days of the event or activity being completed.

Approvals

- Organisers must be registered and have an official 'Letter of Authority' issued by Vinnies for your activity. This is required by law in New South Wales and is a requirement of fundraising for Vinnies.
- Vinnies reserves the right to cancel any association with fundraising events or activities at any time and withdraw approval if the organiser fails to meet any requirement of their registration or aforementioned responsibilities.
- Organisers must be 18 years or older to register as a community fundraiser, or have a parent or guardian submit the application on their behalf. The parent or guardian must also commit to supervising them at the event or activity. If an application is submitted on behalf of someone under 18 years, please make this clear on the application form.



Fundraising Agreement

1. I _____ (organiser's name) have read and accept the Community Fundraising Terms and Conditions.
2. I agree to conduct my fundraising activity _____ (fundraising activity name) in accordance with those terms and conditions and in a manner which upholds the integrity, professionalism and values of St Vincent de Paul Society NSW.
3. I have read and I agree to abide by the Community Fundraising Terms and Conditions of St Vincent de Paul Society NSW and indemnify St Vincent de Paul Society NSW from and against any claims for injuries or damage arising at or from the fundraising activity that is the subject of this application.

Print Name _____

Date ____ / ____ / ____

Signature _____

If you are under 18 years old, please have your parent or guardian complete the following section.

Parent or guardian print name _____

Date ____ / ____ / ____

Parent or guardian signature _____

Thank you for your generosity and compassion. You will be supporting people experiencing homelessness and disadvantage and the vital Vinnies community services that help these people rebuild their lives on their own terms.

Please sign your completed application form and return to Vinnies by email or post by using the contact details below.

Contact us

Community Fundraising Coordinator

Phone 02 9568 0211

Email events@vinnies.org.au

Address PO BOX 5, Petersham NSW 2049

Website www.vinnies.org.au/getinvolvednsw

St Vincent de Paul Society NSW