

Fundraising Application Form

Please complete and return to jshortt@svdpsa.org.au or post to Jayne Shortt GPO Box 1804 Adelaide SA 5001

Please do not commence fundraising or publicising your event until you receive a written **Authority to Fundraise** notification from Vinnies SA.

Your details

Application date _____ / _____ / _____

First name _____ Last name _____

Organisation name (if applicable) _____

Address _____

Suburb _____ State _____ Post code _____

Mobile number _____ Other phone _____

Email _____

*You must be 18+ years to apply for an Authority to Fundraise, otherwise this form must be completed by a supervising adult/parent. If it is a school based activity, then a teacher must sign also

Your fundraising activity

Activity Name _____

Date and time of event _____

Location of event _____

Describe your event _____

How will you promote your activity? _____

How will funds be raised? _____

What is your fundraising target \$ _____

List your expenses (if any) and how much they will cost \$ _____

List any licences, permits or permissions you may need _____

How can Vinnies support you?

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

- Vinnies materials** (logo, banners, signage, flyers)
- Donation materials** (tax deductible receipt books, collection boxes)
- Vinnies representative to attend your event**
- Digital materials** (email signature, social media tiles, newsletter tile, images, videos)
- Templates** (letter, poster, PowerPoint, certificates)
- 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 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 (SA) Inc) 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 the responsibility for the organisation, conduct and outcomes of the activity of 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.
- 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 with 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.
- Event 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 undermine the work of Vinnies, discredit the 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 promotional materials, including use of logos, taglines, images and any other brand elements. Vinnies can supply a logo for the event.
- The event or activity should not be named or branded as Vinnies (for example 'Vinnies Art Exhibition'). 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 Public Relations and Fundraising team on 8112 8700.

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 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 supplying this to Vinnies within 14 days of the event or activity being completed.

Approval

- Organisers must be registered and have an official 'Authority to Fundraise' letter issued by Vinnies for your activity prior to promotion and commencement of your activity/event.
- Vinnies reserves the right to cancel any association with fundraising 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 over 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 in the space provided on the application form.

FUNDRAISING AGREEMENT

I, _____ (organiser's name) have read and accept the Community Fundraising terms and conditions.

I agree to conduct my fundraising activity _____ (fundraising activity name) in accordance with the terms and conditions and in a manner which upholds the integrity, professionalism and values of the St Vincent de Paul Society (SA) Inc.

I have read and I agree to abide by the Community Fundraising terms and conditions of the St Vincent de Paul Society (SA) Inc and indemnify the Society from and against any claims or injuries or damage arising at or from the fundraising activity that is the subject of this application

Print Name _____

Signature _____

Date _____

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

Parent or guardian Print Name _____

Parent or guardian Signature _____

Date _____

Thank you for your generosity and compassion. You will be supporting people experiencing homelessness and disadvantage and the Vinnies services in the community that help people rebuild lives.

Please sign and return this form to Vinnies by email, in person or post as follows;

Jayne Shortt

Schools and Community Engagement Officer

jshortt@svdpsa.org.au

(08) 81128719

Ozanam House

202 Franklin Street

Adelaide SA 5000

Or

GPO Box 1804 Adelaide SA 5001