

## COMMUNITY FUNDRAISING GUIDELINES

These guidelines have been developed to assist individuals and groups who are planning fundraising activities in support of Oxfam Australia. These guidelines are an overview of some legal requirements, as well as Oxfam Australia's own requirements.

Please remember we're here to help, so please contact the Community Fundraising team on 1800 088 110 if you have any questions.

### Planning your fundraiser

Before you start your fundraising event or activity, you must register with Oxfam Australia by completing an 'Application to Fundraise'.

Once approved, Oxfam Australia will issue an *Authority to Fundraise* letter. Until then, you are not able to fundraise. Your *Authority to Fundraise* is valid for a set period which is specified in the letter.

Coordination and management of the event is solely your responsibility as the Fundraiser. Oxfam Australia cannot take a coordination role in any of these activities and cannot assist in soliciting prizes, organising publicity or providing goods or services to assist in the running of the fundraising activity.

### Public liability insurance

As a registered Community Fundraiser, you are covered by Oxfam Australia's public liability insurance when you are running a fundraising event for Oxfam Australia. Simply provide us with the date and a brief description of the event you need cover for. However, Oxfam Australia's public liability does not cover you for high-risk events. Please check with us if you are unsure.

### Promoting your event

When referring to, or promoting Oxfam Australia, the organisation must be referred to as "Oxfam Australia".



You are permitted to use the 'Proudly Supporting Oxfam Australia' or 'We're raising funds for Oxfam Australia' logos to promote your event once you have received *Authority to Fundraise*.

As the fundraiser, you are responsible for generating your own publicity. Oxfam Australia would be more than happy to discuss any ideas you may have for media materials or releases.

All promotional marketing material, including media releases, that describes the work and role of Oxfam Australia must be approved by Oxfam Australia before it is circulated.

For privacy reasons, Oxfam Australia is unable to promote your fundraising event to our supporter database.

### Oxfam Australia Representatives

If you would like a representative of Oxfam to attend or speak at your fundraising event, a Speaker Request form should be completed at least 4 weeks prior to the Event. However, please note due to limited resources it is not always possible to provide representatives.

### Fundraising Requirements

State legislation prohibits you from collecting money door-to-door or in public places such as shopping centres unless prior permission is granted.

Permission to fundraise is not a license to run your own raffle. Please refer to the relevant State based legislation as there are extensive guidelines regarding this type of fundraising.

There are often complex laws relating to fundraising activities in Australia, with variations from State to State. It is the responsibility of the Fundraiser to make sure the event complies with any obligations imposed on it by the relevant state legislation relating to fundraising, and to apply for any permits and licences that may be required.

### Money Management - Receipts

Oxfam Australia will automatically provide tax-deductible receipts to people who donate \$2 or more online. If a tax-deductible receipt is required for cash donations given at your fundraising event, you should provide a list of people requiring receipts on the template document provided at the same time as depositing the funds. Oxfam Australia will then send out receipts directly to donors.

Oxfam Australia is not allowed to issue a tax-deductible receipt to anyone who has received something in return for their donation (eg. an entry fee to a comedy night, or buying a cake at a bake sale) - this is not tax-deductible as these people have received something in return for their payment.

### Money Management – Record Keeping

It is a legal requirement that you keep accurate records of how much you spend on an event and how much money was raised. You will also need to keep receipts, bank deposit information and donor pledge sheets. Full records must be returned to Oxfam Australia promptly after the event.

All expenses associated with the fundraising event are the responsibility of the fundraiser. However, you can deduct necessary expenses from the money raised at your event provided the expenses are properly documented and in compliance with any relevant state legislation. Oxfam Australia is unable to reimburse event expenses from funds deposited at any time.

### Banking

Try to bank money as soon as possible after you raise it. Make sure all funds are banked no later than 4 weeks after your event has finished. Please contact the Community Fundraising team for more information about how to bank your funds.

Once funds have been received by Oxfam Australia, they will NOT be returned to the donor.

### After your event

Once your event has finished, please promptly return any materials to Oxfam Australia, including:

- Your income and expenditure statement
- Collection buckets (if these were provided as this will allow us to use them again).

**If you have any queries about your fundraising event, our Community Fundraising team are here to help, so please contact us by calling 1800 088 110 or emailing [fundraising@oxfam.org.au](mailto:fundraising@oxfam.org.au) if you'd like any support or advice.**

**THANK YOU AGAIN FOR YOUR AMAZING EFFORTS FOR OXFAM AUSTRALIA  
– WE COULDN'T DO OUR WORK AROUND THE GLOBE WITHOUT PEOPLE LIKE  
YOU.**