



COMMUNITY FUNDRAISING GUIDELINES

These fundraising guidelines provide the conditions of fundraising for Variety – the Children’s Charity Victoria (Variety). All individuals, organisations or groups who intend to raise funds for Variety need to read and agree to these conditions in planning and running all fundraising activities.

Processing your application

Thank you for choosing to fundraise for Variety. Please allow 48 business hours for your application to be reviewed. Once approved, you will receive confirmation of your fundraiser and an authority to fundraise letter. If an urgent situation occurs (“a not to miss opportunity”) please contact us via phone in the first instance on 03 8698 3900.

On what basis are applications assessed?

We will approve applications where:

- we have sufficient written information,
- the activity aligns within our fundraising and ethical guidelines,
- it does not involve unnecessary risk, and
- it will provide a reasonable return.

Upon approval of your application, we will issue your “Authority to Fundraise” letter and you can start organising your fundraiser.

The approved Community Fundraiser:

- **Must disclose any prior or current criminal convictions before approval is awarded. Variety – the Children’s Charity is a child safe organisation and work to protect children from exposure to harm. By agreeing to these terms, the fundraiser confirms that they abide by the Variety Code of Conduct**
- Ensure children under the age of 16 collecting, handling or managing funds are under the supervision of a responsible adult over the age of 18.

Are there any activities that Variety will not approve in terms of community fundraising?

All fundraising activities approved by Variety must comply with all relevant Australian Federal and State Laws. Whilst we would like to be able to approve all applications, there may be some activities which do not adhere to our fundraising and ethical guidelines and would therefore not be accepted. These include but may not be limited to any fundraising activities:

- That promote gambling, alcohol, smoking and tobacco
- That promote fundraising via the sale of alcohol direct to the public
- That promotes/exhibits any nudity, semi-nudity or sexual imagery
- That promotes violence in any form or cruelty to animals
- That results in a potential negative impact on the environment
- That involves a high level of personal or public risk (as in the actual activity)
- Where the logo is used for packaging of a product or on a product and sold in a retail environment without an established corporate partnership agreement

RESPONSIBILITIES AND EXPECTATIONS

As a Variety Community Fundraiser

The Community Fundraiser is the actual person, contact and/or organisation responsible for the running the proposed event or activity and should not represent as a paid employee of Variety. It is important that the event or activity is recognised as being run to support Variety. The activity should not proceed until Variety has issued an "Authority to Fundraise" and supporter number.

What are the responsibilities of a Community Fundraiser?

The approved Community Fundraiser:

- Shall not undertake any door to door, street sales or telephone based approaches for donations to be made in connection with the activity
- Is responsible for the coordination and management of the activities, associated licenses, required insurances, publicity and communications with Variety and the community, procurement of prizes, services, volunteers and personnel
- Assumes full responsibility for managing the activity in an appropriate way and that the event is conducted and promoted in the organisers name
- Accepts and is responsible for minimising any risk associated with the fundraiser and is responsible for the safety of the event, volunteers and personnel and that it has the required minimum level of public liability cover
- Will be required by Variety to arrange their own public liability insurance specific to the activity and indemnifies Variety against any liability in relation to the conduct of an activity
- Must disclose any prior or current criminal convictions for financial fraud before approval is awarded

Are there any financial and administrative responsibilities as a Community Fundraiser?

When you agree to become a Variety Community Fundraiser, you agree to be responsible for the administration and instances related to the staging or conduct of your activity. It will be your responsibility to:

- Seek the required permits relating to activities such as raffles, lotteries, auctions etc
- Collect, hold all funds collected in a secure environment and reconcile the funds relating to any fundraising activities undertaken
- Ensure that when counting funds, there are two people present
- Record all expenses and income in a log for the event or activity
- Aim to maintain costs at no more than 40% of the total income
- Pay any invoices relating to your expenses and ensure that they are not to be addressed to Variety
- Provide all funds to Variety within 14 days of the expiry of the "Authority to Fundraise"

Legal responsibilities:

- The event must be conducted and comply with all relevant Australian Federal and State Laws
- Organise insurance requirements e.g. public liability cover – Variety cannot issue their public liability for your fundraiser. You can try to find a venue that will allow you to use theirs.
- The Community Fundraiser will indemnify Variety from and against any claims for injuries or damage arising at or from the activity – Variety to be noted as an Interested Party
- Obtain other licenses required e.g. local council approvals
- Ensure the event is recognised as being run to support Variety and therefore properly account for all income/ expenses incurred as well as ensuring activities and actions are appropriate
- The information you supply to Variety will also be provided to the relevant government agencies in your state upon request should licenses be required

WORKING WITH VARIETY

Once your event or activity is confirmed, you will receive support from one of our Variety Fundraising team members by email or phone. We'll also link you to assets for you to download to help make your fundraiser a success.

Please note that Variety cannot provide assistance with:

- Provision of any Variety related database for promotion or marketing purposes
- Promotion of sales/events through any Variety social media channel
- Prizes for your fundraising activities such as auctions, raffles, competitions etc
- Applying for relevant permits, licenses or insurance covers related to third party activities
- Variety staff to run the events
- Sale of tickets, products or services as part of your initiative
- Reimbursement of event related expenses
- Financial contributions to any event related promotional materials or equipment

Is it OK to approach Variety supporters/partners for involvement in community fundraising activities?

No, Variety has many corporate partners and sponsors that support the charity all year round. As these companies are already very generous supporters of the foundation and are approached frequently throughout the year, we ask that you do not approach these companies. These companies are listed on the Variety website.

How should I promote my association with Variety?

Please state "Proud Community Supporter of Variety – the Children's Charity". We also have a Community Supporter Logo that you can use to show your association with Variety. It is important to be transparent and make it clear that you are representing your fundraising activity and that your event is not run by Variety.

AFTER THE EVENT

What do I do once my activity has finished?

- Complete the Banking Your Funds form or submit your funds online as an offline donation on your fundraising dashboard
- Provide the funds raised to Variety within 14 days of the completion of your activity
- Return any used/unused receipt books

Acknowledgement of your contribution

Only once funds are received can Variety issue an official thank you letter and/or receipt (if applicable) and acknowledgement of your contribution.

Tax deductible and non-tax deductible receipts

The issuing of tax deductible receipts are based on conditions outlined by the Australian Taxation Office (ATO) In summary:

Tax deductible receipts may be issued when donations are made on a purely voluntary basis with no conditions attached. There are also certain circumstances where a tax deductible receipt may be issued if the price paid for items such as entry tickets or auction items far exceeds the actual value. Tax receipts are not issued when a payment results in the receipt of a good or service or the donation is not deemed to be unconditional e.g. recognition of sponsorship, as this is not classed as a donation or gift. This also relates to purchasing raffle tickets, entry fees or auction items and sponsorship.

Please refer to the ATO www.ato.gov.au for further information on tax related matters.

Official Variety receipts

- Donations of \$2 and over are tax deductible
- You, as the Community Fundraiser, will receive a letter to acknowledge the funds raised. This is not a tax deductible receipt.

Consent to share images and messages

You, as the Community Fundraiser, give consent to Variety to use all photos, videos, quotes and stories shared with Variety. It is your responsibility to ensure all persons in the photos give consent. You can withdraw your consent at any time by letting us know.

State and territories regulators

ACT – Access Canberra – www.accesscanberra.act.gov.au
and ACT Gambling and Racing Commission
(for raffles and gaming) –

www.gamblingandracing.act.gov.au

NSW – Office of Liquor, Gaming and Racing

– www.liquorandgaming.nsw.gov.au

SA – Consumer and Business

Services www.cbs.sa.gov.au

QLD – Office of Fair Trading – www.fairtrading.qld.gov.au

and Office of Liquor Gaming and Racing (for raffles and gaming) – www.olgr.qld.gov.au

TAS – The Liquor and Gaming Branch, Tasmanian Gaming Commission – www.gaming.tas.gov.au

VIC – Victorian Commission for Gambling Regulation, Minor Gaming Unit – www.vcgr.vic.gov.au

WA – The Department of Racing, Gaming and Liquor – www.rgl.wa.gov.au