

Fundraising Terms and Conditions

Thank you for holding a fundraising event for The Sexual Assault & Family Violence Centre (The SAFV Centre) and supporting our vision of a community free from family violence and sexual assault, and a society underpinned by the principles of gender equality, social justice and human rights.

Before you start your fundraising, please read through the terms and conditions below to ensure your fundraising event is successful.

Responsibilities

If you do decide to hold a fundraising event for us, any person, organisation or group (referred to below as the 'organiser') must accept the following responsibilities:

- As we have limited resources, the fundraising event will be conducted in the organiser's name, and they will be solely responsible for managing the fundraising event including ticket sales and organising raffles or prizes or any VIPs and special guests at the event.
- Compliance with any obligations imposed by fundraising legislation or regulations in Victoria. Any necessary permits, authorities to fundraise, insurance or licenses must be secured by the organiser of the event.
- Responsibility for ensuring the safety of the event, including organising appropriate public liability insurance and providing first aid services if required.
- All funds raised by the organiser from the public will be held on behalf of The SAFV Centre by the organiser until the fundraising event is completed. Please ensure that the funds are kept in a secure place, full records of income are made, and that these are sent to The SAFV Centre within 28 days of the event taking place. Please note, it is a legal requirement that all funds are banked within 28 days of any fundraising activity. Organisers are not permitted to retain money from one year to the next. How to deposit funds is outlined in our Fundraising Agreement.
- Children under the age of 16 years of age must be accompanied by an adult when collecting donations or money.
- The organiser agrees to release The SAFV Centre to the fullest extent permissible under law for all claims and demands of any kind associated with the event. The organiser will also indemnify The SAFV Centre for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the event caused by your breach of these responsibilities or your negligence.
- We reserve our right to cease our support for the fundraising activity or event at any time if it appears that there is a likelihood of the organiser failing to meet any of the above responsibilities or if the event is not in line with our vision and purpose (see below).

Our vision is for a community free from family violence and sexual assault, and a society underpinned by the principles of gender equality, social justice and human rights.

Our purpose is to:

- Provide services, underpinned by feminist philosophy, that are empowering, respectful and inclusive and which address barriers to service access.
- Provide high quality sensitive and responsive services to women and children who have experienced and been impacted by family violence and to people who have experienced and been impacted by sexual assault.
- Design and implement effective evidence based prevention of violence against women and gender equality programs and initiatives.
- Contribute to the evidence base and social policy frameworks which inform effective service provision
- Contribute to the systematic and social change necessary to eliminate sexual assault and family violence.

Use of The SAFV Centre name and logo

- Use of The SAFV Centre name or logo is strictly controlled and fundraising organisers are not permitted to use these on any communications or materials produced for your fundraising event without prior written approval.
- The SAFV Centre logo use is limited to collateral development specifically for an event or approved fundraising activity for an agreed business, specific products and/or services (related to the fundraising activity).
- The SAFV Centre name cannot be used as part of your event's name as this would indicate incorrectly that the event is an official SAFV Centre event. Recommended wording, "This event proudly supports The Sexual Assault & Family Violence Centre" or "A [insert amount] percentage of the net proceeds from this event will be directed to The Sexual Assault & Family Violence Centre".
- If you prepare any literature that makes reference to The SAFV Centre, we ask that you provide a draft copy before printing. Could you also please ensure that The SAFV Centre is always referred to as The Sexual Assault & Family Violence Centre.

Please make sure that you do not use the organisation's name in any way or behave in any way that is damaging to The SAFV Centre's reputation or brand.

We ask that your communication clearly states the amount or percentage of funds raised that will be directed to The SAFV Centre.

Please do not, under any circumstances, manufacture, sell or licence any goods bearing the name, emblem or logo of The SAFV Centre (called unofficial merchandise).

Media and Public Relations

Any media releases and materials must be approved by The Sexual Assault & Family Violence Centre prior to circulation and please allow 7 days for approval.

Fundraising Speaking Engagements

Our organisation primarily operates during standard business hours Monday to Friday. Whilst we will make every effort to speak if requested, it is sometimes not possible for us to attend speaking engagements after 5 pm on weekdays and we are limited in our ability to provide a speaker on weekends. Our authorised speakers are the:

- CEO
- Executive Members
- Managers
- A member from the Training Team
- A member from Communications and Community Engagement Team

In the event that we are unable to attend or speak, we can supply marketing materials that include our services and relevant industry information for your event.

Counsellor Support

Sometimes, people who attend fundraising events for The SAFV Centre, are triggered by speeches / presentations or the content that is displayed at the event. As we are aware that this may occur, we endeavour to have a counsellor available at as many fundraising events as possible.

Money Management

Please ensure that you have appropriate financial management of your fundraising event including:

Event budget

- An event cannot be used for individual direct commercial gain or profit.
- The event must have the potential for financial success.
- The SAFV Centre will not be liable for unpaid expenses.
- Accounting for funds received and expended must be to an acceptable standard.
- The SAFV Centre must be made aware of major expenses prior to the event

If the organiser of the event anticipates raising over \$20,000, the event will need to be registered with Consumer Affairs Victoria. Please find details for registration [here](#).

Expenses

The SAFV Centre cannot pay expenses incurred by the organiser. It is important that necessary expenses are debited from the proceeds of your fundraising activity prior to forwarding the proceeds to The SAFV Centre with appropriate documentation. The organiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event.

Receipts

The SAFV Centre is a registered charity. Donations of \$2 or more are tax deductible for individuals who donate directly to our organisation and they are eligible for a donation receipt.

Individuals who contribute at a fundraising event are not eligible for a donation receipt.

Please note that the Australian Taxation Office have ruled that donations are not tax-deductible if a person receives goods or services in return for the money given (i.e. the purchase of any services or items, raffle / action / competition tickets or event entry tickets etc). For further information on tax deductibility visit the [Australian Taxation Office](#) website.

Fundraising Authority

- Please complete and submit the Authority to Fundraise form on our website.
- We will consider your request to fundraise and then send you an Authority to Fundraise letter.

For further information, please contact our Community Relations Officer events@safvcentre.org.au