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| Version | 1.0 | Approved by | Derryck Klarkowski |
| | | Approved date | 1 March 2019 |
| Responsible person | Executive Officer | Review date | 30 January 2020 |

1. Introduction

'Third Party' or 'Community' Fundraising is when an individual or group elects to coordinate or take part in an activity that will raise funds for the charity. Third party fundraising can provide significant benefit to the charity as the charity bears minimal financial or logistical burden associated with the activity.

Examples of third-party fundraising include:

- Hosting a morning tea, garage sale or sausage sizzle, with all proceeds going to the charity. This may take place at home, school, work or within a sports or community club.
- Taking part in a third-party event such as a marathon, with the participant asking friends and family to sponsor their efforts as a donation to the charity.

2. Policy

The third-party fundraising activity can be approved, in accordance with this policy, by the Executive Officer, Board and/or the Fundraising Manager

The following terms will apply to any such activity:

- **Permission to Fundraise** – In every case the third party must gain our permission to fundraise on our behalf and submit a 'Permission to Fundraise' form, available on our website: <http://www.wecareuniting.org.au/help/fundraise-for-us/>. This protects both the charity and the fundraiser. Upon approval, the third party will receive a 'Authority to Fundraise Letter' from the charity.
- **Liability** - The third party is solely responsible for their fundraising activity. This includes financial management, human resources, marketing, promotion, public safety, food safety, sponsorship, insurance and procurement along with the operational logistics required to manage the activity.
- **Tax Deductibility and Receipts** - It is not possible for the charity to issue multiple receipts for donations made through third party fundraising activity because multiple people contribute to the funds. If someone contributing to third party fundraising activity would prefer to make a donation directly to the We Care Connect they should be directed to make an online donation.

¹ This document is directly based with permission on the St Kilda Mums 'Community Fundraising Policy 3.0'

- Use of Name and Logos – The third party is not permitted to use We Care Connect 's name, logo or other part of our intellectual property on (including, but not limited to) any communications or material produced for the fundraising activity without our express written authority. However, the third party is permitted to state that We Care Connect is the beneficiary of the fundraising activity (e.g. "Proudly supporting We Care Connect " or "Proceeds go to We Care Connect "). The third party cannot use We Care Connect 's name or logo to suggest, in any way, that We Care Connect is responsible for the activity (e.g. "The We Care Connect Raffle" or "We Care Connect Fashion Parade").
- Return of Funds – the fundraiser will provide an indicative date for return of funds on their 'Permission to Fundraise' form. All funds raised should be returned within 14 days of the conclusion of the fundraising activity to We Care Connect in fairness to both the We Care Connect and those who contributed to the funds. We Care Connect should be proactive in following up on funds that have not been returned.
- Prohibited fundraising sources – We Care Connect shall not accept funds raised via or from:
 - Sports betting – e.g. horse racing, greyhound racing and boxing matches.
 - 'Pokie' machines
 - Adult entertainment
 - Overseas donations exceeding the lawful limits

Any deviation from the above policy requires the EO, Board or the Fundraising Manager prior written approval.

3. Acknowledgements

This document is directly based with permission on the St Kilda Mums 'Community Fundraising Policy 3.0', drafted by Fiona Atkinson, approval date 10 October 2017