

Fundraising Guidelines

These guidelines have been developed to assist individuals who are planning fundraising activities in support of Baptist World Aid Australia. They aim to set out our organisation's requirements, and are a useful reference for you to consider any state laws and obligations relating to your upcoming fundraising activity.

DISCLAIMERS

Please be aware that this document does not constitute legal advice. If you have any queries about your legal obligations around your fundraising activities, we recommend you obtain professional assistance.

Baptist World Aid Australia cannot be held liable for any injury or issue arising from your fundraising - except as required by law - and if you proceed with your application, we will regard it as your express acceptance of your sole responsibility for the whole of the fundraising activity. All liability including financial liability, public liability, and public safety etc. is your sole responsibility. Your fundraising activity is undertaken by you on your own behalf and at your own risk.

YOUR STATUS AS A FUNDRAISER

Your fundraising activity will be conducted in your name and, as a fundraiser, the activity is your sole responsibility. Baptist World Aid Australia cannot coordinate events for fundraisers, and we cannot assist in sourcing prizes, organising publicity, or providing goods or services to assist you in the running of your fundraising activity. As a fundraiser, you are not employed by Baptist World Aid Australia, nor are you acting in any other representative capacity of Baptist World Aid Australia.

AUTHORITY TO FUNDRAISE

If you register for a pre-approved fundraising event online, Baptist World Aid Australia will issue you an 'Authority to Fundraise'. Your 'Authority to Fundraise' can be used to approach the community for donations. It can also be used to approach the community for a contribution towards goods, services, or facilities etc. needed to run your fundraising event – this may in turn reduce your fundraising expenses.

If you apply to host a fundraising event via an Application Form, you will not automatically receive an 'Authority to Fundraise'. Your application will be reviewed by our fundraising team and you will be notified of the result within five business days. If approved, your 'Authority to Fundraise' will then be issued¹.

Please note: No fundraising can commence until you have received an 'Authority to Fundraise' from Baptist World Aid Australia. Due to added complexities, Baptist World Aid Australia does not approve applications which aim to raise money for more than one charity/organisation.

¹ Please note that we reserve the right to decline an application or withdraw approval at any time if it appears there is a likelihood of the fundraiser failing to adhere to any of the terms and conditions set out in our Fundraising Guidelines and/or the law.

FEDERAL AND STATE FUNDRAISING OBLIGATIONS

As a fundraiser, it is your responsibility to make sure your fundraising activity complies with the national fundraising principles along with any obligations imposed by the relevant state or territory legislation. The Australian Charities and Not-for-profits Commission (ACNC) provides this information in their [Fundraising Hub](#).

PROMOTING YOUR EVENT

When referring to, or promoting Baptist World Aid Australia, our organisation must be referred to as 'Baptist World Aid Australia', and not shortened to 'Baptist World Aid', BWAA or BWA.

Our reputation is extremely important and should not be brought into disrepute. All materials which make any reference to our organisation (including promotional and marketing materials, newspaper articles etc.) or any intended statement to the media must be approved by Baptist World Aid Australia beforehand, by providing a draft version to the fundraising team at: hello@baptistworldaid.org.au.

DOOR TO DOOR FUNDRAISING AND RAFFLES

Baptist World Aid Australia will not approve applications for door-to-door fundraising.

Permission to fundraise on our behalf is not a licence to run a raffle. There are extensive guidelines regarding the use of raffles in fundraising activities. Please refer to the ACNC [Fundraising Hub](#) page for more information, including the relevant state-based legislation.

PRIVACY

Respecting your privacy is important to us and we make every effort to ensure your privacy is protected. We may choose to feature your fundraising story on various platforms. We will only do this with your permission and for the purpose of encouraging others to consider fundraising for us. Please note that we will not feature your story for the purpose of promoting your fundraising activity, as this is your sole responsibility.

You can view our Privacy Policy at baptistworldaid.org.au/privacy. If you would like to contact our Privacy Officer, please contact us at: hello@baptistworldaid.org.au or on 1300 789 991.

As a fundraiser, you will also be required to protect the privacy of others. All personal and sensitive information (e.g. credit card details) must be handled in accordance with [Australian Privacy Principles](#) and measures must be taken to protect the information you collect.

INSURANCE

Your fundraising activity will not be covered by Baptist World Aid Australia's insurance. It is your responsibility to determine if your fundraising activity will need any insurance (e.g. Public Liability Insurance). You may wish to check if the venue that you are using for your fundraising activity has insurance that extends to cover your fundraising activity.

³ NSW Charitable Fundraising Guidelines (*Charitable Fundraising Regulation 2018 (NSW)*) mandates that an authorised fundraiser must take all reasonable steps to ensure that fundraising expenses in relation to 'donation appeals' do not exceed more than 50%. Variations apply from State to State.

PERMITS AND PERMISSIONS

Please make sure you have obtained, in writing, all permissions needed. For example, permission from the property owner of the venue, a permit from the local council for the intended activity etc. If you are fundraising in the context of your Church, the consent of your Pastor will be required.

FINANCES

All net proceeds raised during your fundraising activity must be returned to Baptist World Aid Australia within 14 days of completion. We recommend that you set up an online fundraising page. If you choose not to set up a fundraising page and your event takes place over several weeks, please ensure the funds raised are sent to us every two weeks. Our [Banking Details Form](#) provides information on how you can return the funds.

TAX DEDUCTIBILITY

Baptist World Aid Australia has tax-deductibility status for donations of \$2 or more.

Individuals that support your fundraising activity are entitled to receive a tax-deductible receipt. Please note that tax-deductible receipts cannot be issued for donations made to a raffle, auction, ticket, or to someone who provides a good or service.

There are significant penalties for misuse (e.g. fraud) of tax-deductible receipts.

Tax Deductible Receipts from Online Fundraising Activity: If you have an online fundraising page set-up, it is recommended that you promote your fundraising activity using this page. Once the page is set up, individuals can make their donation to the fundraising activity through the Baptist World Aid Australia website. Once their donation is processed by our online system, they will be automatically issued with a tax-deductible receipt. This significantly reduces administration time and expenses for you and Baptist World Aid Australia.

Tax Deductible Receipts from Offline Fundraising Activity: A tax-deductible receipt can be issued by Baptist World Aid Australia to each of your donors that donate via cash, but only if a [Donation Receipt Form](#) is completed. Please ensure this form is completed in full and submitted with your final fundraising total to ensure each of your donors receives a tax-deductible receipt. Please allow up to four weeks for the receipt to be issued.

Your donors can also contact Baptist World Aid Australia and donate to your fundraising activity via electronic transfer, money order, or credit card. Once processed, Baptist World Aid Australia will issue a tax-deductible receipt to the donor.

EXPENSES

As a fundraiser, it is a requirement that you maintain accurate records of income and expenditure from your fundraising activity. Baptist World Aid Australia cannot pay for your expenses, but certain expenses (as per fundraising laws) can be deducted from your final fundraising total. A [Budget, Income and Expenditure Form](#)³ must be completed and submitted to Baptist World Aid Australia when submitting the final proceeds of your fundraising activity. We recommend that you limit overall expenses to between 30-40% of your total gross proceeds.

SAFEGUARDING

Baptist World Aid Australia is committed to the safety and wellbeing of vulnerable persons, including children and vulnerable adults, and to their protection from abuse and exploitation in all aspects of our operations. We are a Child Safe organisation and have a [Child Safe Policy](#) in place.

If your fundraising event or activity involves vulnerable persons, including children under 18 years of age or vulnerable adults as defined in our [Safeguarding Code of Conduct](#), please discuss this with us in advance of your event by contacting our team at: hello@baptistworldaid.org.au. We will require you to ensure our [Safeguarding Code of Conduct](#) is always implemented during the activity.

As a fundraiser, it is important that you do not accept donations from anyone who you reasonably believe to be in vulnerable circumstances, or who is unable to make an informed decision to donate.

HEALTH AND SAFETY

Please check the location of your fundraising activity to ensure that hazards have been removed and you have measures in place to reduce the risk of injury. If first aid assistance will be required, please contact a reputable organisation like [St John's Ambulance](#) for support and have a qualified First Aid representative attending your fundraising activity, equipped with relevant medical resources.

If you are providing or selling food, then food hygiene laws will likely apply. Please contact your local council for more information and guidelines.

RIGHT TO WITHDRAW FUNDRAISING APPROVAL

Baptist World Aid Australia reserves the right to withdraw approval for a fundraising activity at any time if it appears that there is a likelihood of the fundraiser failing to adhere to any of the above terms and conditions, or relevant state law.

³ NSW Charitable Fundraising Guidelines (*Charitable Fundraising Regulation 2018 (NSW)*) mandates that an authorised fundraiser must take all reasonable steps to ensure that fundraising expenses in relation to 'donation appeals' do not exceed more than 50%. Variations apply from State to State.