

# Fundraising Guidelines



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

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## Disclaimers

Please be aware that this document does not constitute legal advice. If you have any queries about your fundraising obligations, 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 here 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 automatically 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 5 business days. If approved, your Authority to Fundraise will then be issued<sup>1</sup>.

**Please note:** No fundraising can commence until you have received an "Authority to Fundraise" from Baptist World Aid Australia.

<sup>1</sup> 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.

## 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”.

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: [fundraising@baptistworldaid.org.au](mailto:fundraising@baptistworldaid.org.au).

## Door to Door Fundraising & 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. For more information, please refer to the relevant State based legislation as there are extensive guidelines regarding the use of raffles in fundraising activities.

## State Fundraising Obligations

As a fundraiser, it is your responsibility to make sure that your fundraising activity complies with any obligations imposed by the relevant State legislation.

ACT: ACT Gambling and Racing Commission - [www.gamblingandracing.act.gov.au](http://www.gamblingandracing.act.gov.au)

NSW: Office of Liquor, Gaming and Racing - [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

NT: Racing, Gaming and Licensing - [www.nt.gov.au](http://www.nt.gov.au)

QLD: Office of Liquor, Gaming and Racing - [www.business.qld.gov.au/industry/liquor-gaming](http://www.business.qld.gov.au/industry/liquor-gaming)

SA: Office of Liquor, Gambling Commissioner - [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

TAS: Liquor and Gaming - [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

VIC: Victorian Commission for Gambling Regulation - [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au)

WA: Department of Racing, Gaming and Liquor - [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

## 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 here: <https://baptistworldaid.org.au/privacy>. If you would like to contact our Privacy Officer, please contact us at: [privacy@baptistworldaid.org.au](mailto:privacy@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.

<sup>3</sup> 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.

## 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.

## 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. If your fundraising activity is going to take place over a number of weeks, we recommend you set-up an online fundraising page. If you choose not to set-up an online fundraising page when your event takes place over a number of weeks, please ensure the funds raised are sent to us every two weeks.

## Tax Deductibility

Baptist World Aid Australia has Tax-Deductibility status for donations of \$2 or more<sup>2</sup>.

## Tax Deductible Receipts

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 mis-use (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, as long as a Donation Receipt Form is completed. Please ensure this form is completed in full and submitted with your final fundraising total to ensure your donors receive a Tax-Deductible Receipt. Please allow up to four weeks for these Tax-Deductible Receipts to be issued.

Your donors can also contact Baptist World Aid Australia and make a donation to your fundraising activity via electronic transfer, cheque, money order, or credit card. Once processed, Baptist World Aid Australia will issue a Tax-Deductible Receipt to the donor.

<sup>2</sup>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.

## **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<sup>3</sup> 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.

## **Child Safety**

Baptist World Aid Australia is a Child Safe organisation and has a Child Safe Policy in place. We are committed to the safety and wellbeing of children and to their protection from abuse and exploitation in all aspects of our operations. If your fundraising event or activity involves children under 18 years of age, please discuss this with us in advance of your event by contacting our fundraising team at: [fundraising@baptistworldaid.org.au](mailto:fundraising@baptistworldaid.org.au). If your activity includes children, we will require you to ensure our Child Safe Code of Conduct is implemented at all times during the activity.

## **Health & 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.

## **Fundraising for Baptist World Aid**

Due to added complexity, Baptist World Aid Australia does not approve applications which aim to raise money for more than one charity/organisation.

<sup>3</sup> 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.