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Fundraising Pack & Agreement

Welcome

Thank you for choosing to fundraise for Women’s Safety Services SA (WSSSA).
WSSSA provides support, services and advocacy to enable women and their children experiencing domestic and family violence to claim their right to live free from violence within respectful relationships and in safe communities. This cannot be achieved without the kind and generous support provided by individuals, community groups and the business sector.

Events and activities that are organised by the community and individuals contribute greatly to WSSSAs’ ability to deliver essential items and services to families to support them in their journey towards a safe and stable future which is free of violence.

This fundraising information pack will provide you with all the information you require to register and run a fundraising event or activity supporting WSSSA. Your continued support is greatly appreciated and we wish you luck in your fundraising. On behalf of WSSSA and the women and children we support, thank you!

WSSSA Values

**We value and are committed to safety**

* Violence against women and their children is a breach of human rights
* The safety of women and their children is central in all responses

**We value and are committed to diversity and equity**

* We recognise and embrace the diversity of women and their children and acknowledge that this shapes their experiences of violence
* All women and their children have a right of access to our service
* We are committed to eliminating barriers to service provision based on culture, race, language, religion, sexuality, ability, class and age

**We value and are committed to respect**

* We respect women’s rights to make their own decisions and choices for themselves and their children
* We respect and respond to the diverse needs of women and their children

**We value and are committed to responsiveness, flexibility and innovation**

* We are committed to providing services which are responsive and flexible to women and their children’s diverse needs
* We are committed to the ongoing development of responses that meet the needs of women and their children in our community

**We value and are committed to knowledge and accountability**

* The service is committed to continuous quality improvement through the ongoing professional development of staff to ensure that practice is accountable, specialised, consistent, ethical and evidence based
* The service is committed to including women and their children’s voices in shaping service responses
* We evaluate the programs we deliver, to inform our practice and to contribute to the safety of women and their children

**We value and are committed to community responsibility**

* We are committed to partnerships that raise community awareness and understanding of domestic and family violence that promote women and their children’s safety and hold men accountable
* We support community responses that condemn and eliminate violence against women and their children and holding men who use violence accountable for their behaviour
* Promote and share feminist understandings of domestic and family violence

Fundraising terms and conditions

Legislation is in place to govern the conduct of fundraising. Anyone wishing to raise money for WSSSA must hold an Authority to Fundraise Letter issued by WSSSA.

Before commencing your fundraising for WSSSA, your fundraising activity/event must be authorised. All individuals, groups or organisations who wish to fundraise must register the activity/event with us, whatever the size of the event or the type of donation (cash or in-kind). These Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of WSSSA. You need to read the guidelines, then complete, sign and send back the “Agreement to Fundraise” to us.

 **Fundraising for WSSSA**

Due to our limited resources, WSSSA is not able to take an operational role in your activities, such as assistance with ticket sales or soliciting prizes. All requirements; including the financial aspects, record keeping and management of the event(s) must be conducted in the fundraiser’s name and are the responsibility of the fundraiser.

The fundraiser’s arrangements for each activity/event must be planned with the approval of WSSSA. We request and expect that the activity/event planned promotes respect, equity and the values and principles that inform the work of WSSSA. Fundraisers are required to liaise and inform WSSSA of the type of activity/event that wish to hold.

Any changes made from the original details provided on the Agreement to Fundraise Form must be reported to WSSSA prior to your event.

As a not for profit organisation with high ethical standards under which WSSSA operate, there are some activities that WSSSA cannot be associated with. Please consider and consult with WSSSA prior to planning your activity/event.

 **Financial aspects of each activity/event**

Any expenditure involved to conduct your activity/event must be properly authorised by WSSSA prior to purchase. The fundraiser 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 activity/event. The Charitable Fundraising Act state this as expenses not exceeding 40% of the gross proceeds.

Individual receipts for tax deductions for supporters of the Event can be issued by WSSSA if that supporter makes a donation of $2 or more to WSSSA. If supporters would like receipts, please send a list including name, address and phone number and donation amount. If the total of individual receipts exceeds 10 individuals, please provide WSSSA an electronic version of your register. When the supporter has received goods or services in return for money given, e.g. ticket purchases, entry to a raffle or auction prizes, a tax-deductible receipt cannot be issued.

For donated goods and services WSSSA requires correspondence from the company or individual stating the donated value of goods or services to the activity/event. Accurate records of the donors’ details assist WSSSA with financial reporting. A template is available from WSSSA to assist you with capturing this information.

The proceeds of the activity/event, the Authority to Fundraise Letter, and a statement of income and expenditure, together with copies of receipts for all expenditure, are to be sent to WSSSA within 14 days of the conclusion of the activity/event.

Proceeds from your fundraising activity/event will form a non-deductible donation to WSSSA.

Monies can be forwarded to WSSSA by various means:

* Cheques are payable to Women’s Safety Services SA, PO Box 79 Hilton Plaza Adelaide, SA, 5033
* Funds can be transferred electronically to:

Women’s Safety Services SA

Account: National Australia Bank

BSB: 085-245

Account Number: 34-721-7241

* Online via credit card through our website: [www.womenssafetyservices.com.au](http://www.womenssafetyservices.com.au)

Select *Make a Donation* on the website and enter your credit card details.

Please specify your name and fundraising activity/event when sending in any payments.

**The use of WSSSA name and logo**

The fundraiser has no right to the names Women’s Safety Services SA or WSSSA, nor is the fundraiser given the right to raise funds in those names. This means you cannot call your event a WSSSA event, e.g. a WSSSA Trivia Night. However, you can call it an event supporting WSSSA. Recommended wording would be, “this event proudly supports Women’s Safety Services SA” or “funds raised will assist Women’s Safety Services SA”.

Any printed materials or advertisements to be used by the fundraiser in relation to the activity/event must be submitted to WSSSA for approval and must state that the proceeds from the activity/event are to benefit WSSSA e.g. “all proceeds from this event” or “all proceeds from this auction”. Please allow 10 working days for approval of your material.

All use of the WSSSA logo on any materials or products must have prior permission from WSSSA. Please contact WSSSA Representative or Contact Person for your event for the provision of the logo.

WSSSA does not encourage the use of women and children in events or in the media in any way that would compromise their safety and confidentiality. Should you want to include stories or testimonials in your promotional material please contact WSSSA Representative or Contact Person for your event.

 **Media and Publications**

All communication with media in relation to your fundraising must be approved by WSSSA Representative prior to circulation. Please allow 10 working days for approval.

**WSSSA Representatives**

A WSSSA representative can be arranged to attend your event depending on availability. At least **4 weeks’** notice is required.

**Permits and Licenses**

A raffle where the total prize pool is over $5,000 requires a permit in South Australia. Permits are also required by councils and shopping centres for outdoor events.

When hosting your own event, it is the fundraiser’s responsibility to make contact with the applicable authorities to ensure all laws being adhered to.

**Liability**

All aspects of the activity/event, including financial, public liability and public safety are the responsibility of the fundraiser. The fundraiser agrees to release WSSSA to the fullest extent permissible under the law for all claims, except where such liability arises because of the negligence of WSSSA or its agents. Therefore please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

**Thanking sponsors**

To complete the fundraising cycle, thank you letters and certificates must be sent out to those who have kindly donated their time, venue, product and/or money.

Please provide the following details to WSSSA by email, and we will organise for thank you certificates to be distributed to your supporters.

* Organisation
* Name
* What the donated to assist your fundraising efforts (if money, please specify amount)
* Mailing address

The thank you certificate is specific to your event, and contains limited information. If you wish to compose your own letter to accompany the certificate, please email that also to contact@womenssafetyservices.com.au

**How to get started**

Please fill out the **Agreement to Fundraise and WSSSA Support Form** and return to WSSSA via:

Email: contact@womenssafetyservices.com.au

Post: Women’s Safety Services
 PO Box 79
 Hilton Plaza SA 5033

Fax: (08) 8152 9299

**For further information, please contact us**

via email: contact@womenssafetyservices.com.au
Phone: (08) 8152 9200

**Thank you!**

Thank you for your support. We’re sure that you will enjoy fundraising for WSSSA and sharing in the ability to make life better for those women and children affected by domestic violence.

Women’s Safety Services Fundraising Pack

As a fundraiser we expect you to use this opportunity to raise awareness about Women’s Safety Services SA and what we do.

Below are ways you can do this (subject to availability):

* Use of WSSSA logo on all your promotional material.
* WSSSA brochures and Safety Cards made available at all fundraising events.
* WSSSA banner/signage displayed at your event (if available and/or applicable)
* WSSSA staff member to speak at event (if available and/or applicable)
* Provide WSSSA with information so that we can help promote your fundraising on our website and social media outlets (if applicable)

Agreement to Fundraise and WSSSA Support Form

Please complete a form for each fundraising event you wish to hold.

Fundraising organiser contact details

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: Mr/Mrs/Ms/Dr\_\_\_\_

Name of Community/Company/Group (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held by Event Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_Postcode:\_\_\_\_\_\_\_\_

Description of Community/Company/Group core activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please detail any policies or procedures your Community/Company/Group has that demonstrates your commitment to ending domestic violence and violence against women:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed fundraising activity/event

Name of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of fundraising activity/event including date, venue and venue address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will funds be raised:

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Estimated donation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yes! We understand the Terms and Conditions under which any fundraising activities/events benefitting WSSSA need to operate. We will ensure that WSSSA representatives are informed of the development of any fundraising concepts and approve promotional material or media releases citing WSSSA as the beneficiary.

I have read the WSSSA Fundraising Terms and Conditions and offer to hold my fundraising activity/event in accordance with these rules. I understand my obligations to provide the proceeds raised to WSSSA within 14 days of the conclusion of the activity/event.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to conduct my activity/event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in a manner which upholds WSSSA’s integrity, professionalism and values. I agree to inform WSSSA if the details of my activity deviate from those stated on this Agreement to Fundraise Form.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fundraising Organiser

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Women’s Safety Services Representative