



Fundraising Guidelines

Reply Paid A270, Sydney South NSW 1235

Phone: 1800 021 821 | Email: fundraising@wesleymission.org.au | Online: www.wesleymission.org.au

Thank you for your interest in fundraising for Wesley Mission. We value all enquiries from individuals, community groups and businesses that will assist us in raising funds to support people most in need.

Wesley Mission has developed these Fundraising Guidelines to help you understand your obligations and prepare your Proposal to Fundraise. Please review these carefully prior to submitting your Proposal to Fundraise.

Before you begin

1. You must complete our Proposal to Fundraise as a first step to undertaking any fundraising activities associated with Wesley Mission.
2. That document provides us with important information so that we can determine whether the proposed fundraising aligns with Wesley Mission's vision and values. It is a legal requirement that we approve and authorise all fundraising activities that raise money for Wesley Mission, to ensure the activities match Wesley Mission's vision and values.
3. If the proposed activities meet Wesley Mission's criteria, our approval, and any conditions for that approval will be captured in our formal 'Authorisation to Fundraise' letter. Commencing fundraising without a written Authorisation to Fundraise may be in breach of law.
4. Although we may approve a Proposal to Fundraise, the person or organisation specified in the Proposal to Fundraise (Fundraiser) must ensure that it complies with relevant laws, regulations and appropriate regulatory guidelines within each State or Territory while undertaking any activities in connection with raising funds for Wesley Mission. This includes obtaining and complying with any permits or approvals as may be required.

Proposal to Fundraise and Fundraising Guidelines

5. All Proposals to Fundraise will be responded to within five working days. If your proposal is approved, we will provide you with a written Authorisation to Fundraise, authorising you to fundraise on our behalf and a Fundraising Toolkit. The Fundraising Toolkit is designed to, provide the Fundraiser with the tools to keep track of donations, maximise opportunities to raise funds and provide information about the work of Wesley Mission.
6. For fundraising activities to be approved they must fit within the values of Wesley Mission, produce reasonable financial returns against time and expenses and must not be considered high risk by Wesley Mission.

Guidelines

7. Wesley Mission has partnered with certain organisations in connection with its various programs. For this reason, Fundraisers must contact Wesley Mission before approaching any organisation to seek funds or sponsorships.
8. We will not be involved in any event or be associated with any organisation or industry group that supports or promotes gambling in any form. We will not agree to receiving funds or sponsorships from companies selling or promoting the sale of alcohol or tobacco.
9. Any fundraising activity undertaken by the Fundraiser to raise funds for Wesley Mission must be conducted by the Fundraiser alone and is the sole responsibility of the Fundraiser. A Fundraiser must not hold itself out as being Wesley Mission, employed by Wesley Mission, a contractor or representative of Wesley Mission.
10. Wesley Mission is unable to provide any public liability insurance for any fundraising events organised by a Fundraiser. Wesley Mission accepts no responsibility for any accidents or incidents that occur during the organisation or running of the fundraising activity. The Fundraiser must ensure it takes out appropriate policies of insurance for the activities it undertakes on behalf of Wesley Mission and must provide the policies of insurance to Wesley Mission if requested. The Fundraiser must indemnify Wesley Mission from any claims, liabilities, loss or damage that arises in connection with any aspect of the fundraising activities.

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Promotional Material and Media

11. Promotional material must clearly state that the event is “raising funds for Wesley Mission”, rather than being referred to as a Wesley Mission event. A suggested way of promoting it includes: “funds raised will go to support the work of Wesley Mission.”
12. The Wesley Mission logo is a valuable brand. Any use of the logo must be approved by Wesley Mission. To use the logo in your fundraising please contact us at partnerships@wesleymission.org.au as further conditions apply.
13. Wesley Mission is unable to provide a media relations resource for any fundraising activities undertaken by a third party. Fundraisers must not contact media or make any public statement referring to the work carried out by Wesley Mission or the event without first obtaining Wesley Mission’s approval. All approval requests should be sent to partnerships@wesleymission.org.au.
14. Unless provided with the Fundraising Toolkit, material describing the work of Wesley Mission must be approved before it is circulated. Please contact us at partnerships@wesleymission.org.au.

Expenses and Receipts

15. The Fundraiser is responsible for payment of all expenses in relation to the agreed fundraising activity, including securing auction prizes. Additionally, the Fundraiser must ensure that expenses must not exceed 50% of funds raised.
16. A detailed Income and Expenditure sheet will be included in the Fundraising Toolkit and must be completed by the Fundraiser. This sheet, together with any receipts in relation to costs associated with the event, must be kept by the person/parties authorised to fundraise for seven years.
17. Please be aware that a donation is an amount of money given with no expectation of anything in return. Raffle tickets, tickets to attend fundraising events, purchase of auction items etc are not donations and therefore not eligible to receive a tax-deductible receipt.
18. Only Wesley Mission can issue a tax-deductible receipt for donations of \$2 or more. If a receipt is required, please record the relevant information on the ‘Donation Acknowledgement’ form provided in the Fundraising Toolkit and receipts will be issued directly to the donor by Wesley Mission.
19. The Fundraiser acknowledges that the information collected is to be used for the sole purpose of ensuring that Wesley Mission can issue receipts to the donor. The Fundraiser is to comply with Wesley Mission’s Privacy Policy* at all times during the fundraising activities.
20. Funds raised and individual donations must be deposited directly to a bank account specified by Wesley Mission. Funds raised must be deposited as soon as practicable, and in any case within 14 days of the completion of the fundraising activity. It is the Fundraiser’s responsibility to ensure that funds are transferred to Wesley Mission securely, and all account details are entered in accurately.
21. Wesley Mission reserves the right to refuse or cancel at any time the granting of an Authorisation to Fundraise in its absolute discretion.

Thank you again for your interest in raising funds for Wesley Mission and helping to transform lives.

Wesley Mission respects your privacy and that of its donors, fundraisers and other third parties. For more information about our privacy policy please go to: wesleymission.org.au/about-us/governance/wesley-mission-policies/privacy-policy/*