

COMMUNITY FUNDRAISING KIT



Steps to
FUNDRAISE

Thank you for choosing to fundraise for safe steps Family Violence Response Centre

Fundraising is a social, fun and rewarding way for schools, workplaces, clubs, community groups and individuals to support the vital work of **safe steps**.

This Community Fundraising Kit is designed to help and guide you through your fundraising activity. It contains everything you need to know to get started including activity suggestions, guidelines and information about your responsibilities as a fundraiser.

Your assistance in raising much needed funds and awareness will assist **safe steps** to continue to provide 24/7 services to support women and children experiencing violence.

If at any time you have any additional questions please contact us on **(03) 9928 9600** or email **fundraising@safesteps.org.au**



How your fundraising efforts will help safe steps

safe steps is the state-wide not-for-profit service for women and children experiencing violence or abuse from a partner or ex-partner, another family member or someone close to them.

With an ever increasing demand on our services, we rely on the generosity of supporters like you.

Your fundraising efforts will assist us to provide women and children experiencing family violence with the following services:

- 24/7 family violence response line
- Risk assessment
- Emergency accommodation
- Safety planning
- Support
- Information
- Advocacy
- Referral

It will also enable us to provide care kits containing food, personal care items, clothing, bedding, education resources, transport and many other essential items and services.

Next steps in planning your activity

Step 1:

Decide what type of fundraising activity you would like to organise and determine what is required to hold the event. Consider who will be involved, who will attend, how you will promote your event, what are the costs and how much do you hope to raise.

As a guide, you should try and keep your costs at or below 30% of the total amount raised. For every \$1 spent, you should raise \$3.

Step 2:

Make sure you understand your responsibilities as a fundraiser. These are referenced (insert page) in this kit.

Step 3:

Tell us about your fundraiser. Before you proceed with any fundraising for **safe steps** you need to tell us about your event and gain approval. Complete the registration form at the end of this kit and email, post or fax it back to us.

Step 4:

We will send you a Letter of Authority to confirm that we have approved your fundraising activity allowing you to fundraise for **safe steps**.

Step 5:

Start fundraising!

Step 6:

Keep track of donors who need a receipt by recording their details on the donor receipt form.

Step 7:

Fill in the Fundraiser Results Summary Form and send it back to **safe steps** along with the funds you raised and Donor Receipt Form within 21 days of your event.

It's that simple!



Fundraising ideas

One of the best things about fundraising is that you can be as imaginative as you like!

Try doing something that has never been done before or think up a new idea for an old fundraising activity. The key is to have fun!

Some ideas of what you could do to support **safe steps**:

- Hold an exhibition
- Host a sausage sizzle, breakfast, lunch, dinner, morning, afternoon or high tea
- For that special birthday party, ask your friends to make a donation in lieu of gifts
- Casual Friday day at school or in your workplace
- Movie Night
- Benefit gig or performance
- Get your friends, family and colleagues to hold a garage sale
- Plan a Gala Ball, Golf Day or Open Garden Party
- Karaoke or quiz night
- Bike ride or walkathon
- Treasure hunt

You are only limited by your imagination.

If you need further help in deciding please contact the Community Fundraising team on **(03) 9928 9600** so we can help steer you in the right direction of the right fundraising activity or event for you.



On-line fundraising

Registering and fundraising online is the easiest way to fundraise for **safe steps** particularly if you're seeking potential sponsorship for a personal challenge, donations in lieu of gifts or if your potential donors live a long way away.

An easy way to manage your fundraising money is to set up a fundraising page on Everyday Hero or GoFundraise.

Step 1:

Visit www.everydayhero.com.au or www.gofundraise.com.au and set up your own fundraising page. You can set a target and include a message why you are supporting **safe steps**.

Step2:

Encourage friends, family and work colleagues to support your fundraising efforts. Promote your activity and email the link to you fundraising page.

Step 3:

Each donation you receive is recorded on your page. Supporters will automatically receive a tax deductible receipt. Funds raised will be transferred to **safe steps**.

Step 4:

Remember to thank your wonderful supporters; we will too!



Your responsibility as a fundraiser

- Your fundraising activity should only proceed once a completed Fundraising Activity Registration Form is submitted to and approved by **safe steps**. You will then receive a Letter of Authority with an identification number.
- You must comply with obligations imposed by the Charitable Fundraising Act and applicable state/territory laws and regulations and must obtain relevant permits, authorities and licences as needed.
- The event will be conducted in the organiser's name who will be solely responsible for managing the fundraiser in an appropriate and responsible way.
- Any promotional material produced for the fundraising activity must clearly state the activity is raising funds to support **safe steps** as opposed to the activity being a **safe steps** managed event.
- It is your responsibility as the organiser to ensure appropriate financial management of your fundraising event.
- The organiser is responsible for the safety of the event, including organising appropriate public liability insurance and providing first aid services if required.
- The organiser must have permission to use the **safe steps** name and logo on any communications materials.
- The organiser holds all funds raised from the public on behalf of **safe steps** until the fundraising activity is completed and needs to make sure that the funds are kept in a secure place, full records of income and expenses are made and that these are sent to **safe steps** within 21 days of the event taking place.
- The organiser must ensure that costs incurred in organising the fundraiser are fair and reasonable.
- No door-to-door, street or telephone approaches made to the general public for donations in connection with the event.
- Children under the age of 16 years of age must be accompanied by an adult when collecting donations.



- The organiser must inform **safe steps** of any prior or current criminal convictions. Although these will not necessarily stop you from being able to support **safe steps** they will be taken into account in agreeing to your suitability as an organiser.
- **safe steps** is unable to provide insurance of any kind including public liability for your event and cannot be held responsible for any accident or injury that may result from the activity.
- **safe steps** reserves the right to terminate its support for the fundraising activity/event at any time if it appears that there is a likelihood of the organiser failing to meet any of the above responsibilities.

There are some activities/events that **safe steps** cannot be associated with. We cannot endorse activities that include:

- Aerial sports e.g. parachuting, paragliding, bungee jumping
- Amusement rides
- Use of weapons, firearms or fireworks
- Events that promote smoking, drugs or alcohol (including sponsorship of companies that sell these products)
- Events that promote illicit behaviour
- Any activity or event that demeans women and/or girls.



Collecting and depositing money



As the event organiser, it is your responsibility to ensure all money raised and costs incurred are managed appropriately.

Please ensure all cash is kept in a lockable container and kept in a secure place. Do not display or count cash in public and do not leave unattended. **safe steps** can provide collection boxes for gold coin donations.

There are a number of ways to send to **safe steps** the funds you have raised.

1. Deposit at your local bank

Take the money you have raised to your bank and fill out a deposit slip with the following details:

Bank: Westpac

Account name: **safe steps** Community Support

BSB: 033 132

Account number: 284 296

Reference: Your event ID

Please keep your deposit receipt and attach it to the results form.

2. Deposit via Electronic Funds Transfer

Transfer the funds via EFT:

Bank: Westpac

Account name: **safe steps** Community Support

BSB: 033 132

Account number: 284 296

Reference/Description: Your event ID

Please print a copy of the transaction and attached to the results form.

3. Deposit via credit card

Visit www.safesteps.org.au and click on donate tab.

Please include your event ID number in 'company' section so that we can easily identify your donation.

4. Via cheque or money order

You can post a cheque or money order to **safe steps** and attach this to fundraising results form and send to:

Community Fundraising

safe steps Family Violence Response Centre

GPO Box 4396

Melbourne Vic 3001

Once **safe steps** has received the funds from your event, we will send an acknowledgment letter. Donors will also receive an acknowledgment letter and a tax deductible receipt.

Please do not send cash by post as there is a risk that it will not reach us. Please use one of the above methods to send the funds to us or call the Community Fundraising team on **(03) 9928 9600** to make an alternative arrangement.

Expenses

Any costs you incur that are deducted from funds raised must be fair and reasonable and only include direct expenses such as venue hire and catering. It is important to note that no expenses should be made in the name of **safe steps**.

All monies deducted from the overall funds raised must be recorded in the Fundraiser Results Form and should not exceed 30% of total money raised. Where possible attach receipts for major expense items.

The Fundraising Results Form must be posted with any cheques, money orders and Donor receipt form to the address above. Please send these to us within 21 days of your fundraising event/activity taking place.

Donor receipts

Donations of \$2 or more are tax deductible. If a donor needs a receipt, please record their contact information on the Donor Receipt Form at the end of this kit and return to **safe steps** as indicated above. We will send receipts directly to each donor.

Please note that tax-deductible receipts cannot be issued if a person receives goods or services in return for the money (i.e. they purchase an auction item or raffle tickets).

If something is received in return for the money (i.e. a product/service or a "chance" to win) then it is not classified by the Australian Taxation Office as a tax-deductible donation.

If an organisation donates goods or services to your fundraiser and requests a receipt, please make sure you ask them for a letter stating the value of the donated products. We will then be able to provide them with a letter of acknowledgement to use for taxation purposes.



Other ways you can get involved

Fundraising is just one way that you can support **safe steps** Family Violence Response Centre. There are many ways you can help us, including:

- Make a donation
- Regular giving
- Leave us a gift in your will
- Become a corporate supporter
- Workplace giving
- Place a collection box where you work or your retail business
- Donate your time or service
- Become a volunteer
- Spread the word through social media

For more information about how you can get involved, visit www.safesteps.org.au



Fundraising registration form



Please complete this registration form and return it to the Community Fundraising team via:

Email: fundraising@safesteps.org.au

Mail: **safe steps** GPO Box 4396 Melbourne Vic 3001

Fax: (03) 9928 9601.

Personal Details

Contact Person: _____ Group/School Name: _____

Address: _____ State: _____ Postcode: _____

Phone No: _____ Mobile: _____ Email: _____

Event Details

Name of Proposed Event: _____ Event Location: _____

Address of Venue: _____ Date of Event: _____ Start Time: _____ Finish Time: _____

Brief description of fundraising activity and funds will be raised.

From time to time **safe steps** publish some details about fundraising activities in its communications. Please tick the box if you do **NOT** wish details of this event to be published. ☐ Do not publish.

I, _____ fully understand and agree to comply with the terms of community fundraising as outlined in the **safe steps** Community Fundraising Kit. I agree to act in a professional manner in conducting the fundraising activity and uphold the integrity and values of the organisation. I also accept my obligation to remit the funds raised to **safe steps** Family Violence Response Centre within 21 days of the event conclusion.

Signature: _____

Date: _____

Internal Use Only

Notes:

Date application form received: _____

Activity approved: ☐ YES ☐ NO

Further action/information required: ☐ YES ☐ NO

Fundraiser results form



This form is to be completed and returned to **safe steps** Family Violence Response Centre within 21 days after your fundraiser is completed.

The Total (Gross) Income Generated by the Fundraiser: \$

Name of Event: _____ Event ID: _____

Full Name of Organiser: _____ Date Held: _____

Street Address: _____ Suburb: _____ State: _____

Postcode: _____ Contact Phone No: _____ Mobile: _____ Email: _____

Total Amount Raised: \$ _____ Less Expenses (as shown below): \$ _____

Deposited/Enclosed the Total Net Proceeds of: \$ _____ Your Signature: _____

Please check that the following items are submitted together with this form:

- Copy of bank deposit or EFT for funds deposited
- Cheque or postal order made out to **safe steps** Family Violence Response Centre attached. (please do not send cash by mail)
- Receipts for major expense items
- Completed Donor Receipt Form (if receipts required)

Expenses Incurred

Date	Supplier Paid	Description of Purchase	\$ Amount
		Total Expenses Amount:	\$

Fundraiser result summary form



Donor Receipt Form for (Name of Event): _____

Event Organiser (Full Name): _____

Daytime Phone No: _____

Please record donor details on this form that are to receive individual receipts & return to **safe steps** at the conclusion of your event. We will send receipts directly to these donors using the details provided below, so please ensure they are accurate, complete and legible.

Please note: Tax deductible receipts cannot be issued if goods or services are received in return for a donation (including the purchase of auction items and raffle tickets, for example). Only donations of \$2 or more are tax-deductible.

Donor Receipt Form for:

[illegible]

Fundraiser result summary form



Donor Receipt Form for:

[illegible]

Make copies of this page if more space is needed.



Thank you for supporting **safe steps** Family Violence Response Centre

ABN 86 138 51 643

Head Office: GPO Box 4396 Melbourne Vic 3001

Office: (03) 9928 9600

Email: admin@safesteps.org.au

Follow us on Facebook, Twitter, LinkedIn and Youtube.

