

# Vinnies WA Fundraising Application Form

We're thrilled that you've decided to join hands with us in making a difference. Your support means the world to us.

To get started on your fundraising journey, we kindly ask you to complete and sign this application. This will grant you the authority to fundraise under our charitable collections license, issued in accordance with the Charitable Collections Act 1946 WA.

Please keep in mind that approval of your application hinges upon us receiving the completed and signed form, and ensuring that your fundraising activity aligns with our mission and goals. Once approved, you'll receive a 'Confirmation Letter of Approval,' giving you the green light to kickstart your fundraising efforts.

Together, let's make a positive impact and create meaningful change in our community!

## Applicant Details

Name of Individual organising the fundraiser: First name .....  
Last name .....

Date of Birth: .....  
(If under 16 please ask a parent, guardian or leader who will supervise the fundraiser to fill out the form)

Company, Community Group or School Name: .....  
.....

Position: .....  
(e.g. teacher, student, retired)

Contact Number: ..... Email:.....

Address: .....

Suburb: ..... State: ..... Postcode: .....

## Details of your fundraising event/activity

Fundraising event name: .....

Start date of fundraiser: .....

Event location: .....

Number of people expected: .....

Fundraising target in AU\$: .....

## Proposed Fundraiser

- School Sleepout (must be 18 years to host a Sleepout)
- Community Sleepout (must be 18 years to host a Sleepout)
- Sausage sizzle
- Morning tea
- Bingo
- Quiz night
- Black tie event
- Fitness challenge
- In Memory
- Donations in lieu of gifts
- In-kind collection
- Other .....

Tell us briefly about your fundraiser.

.....  
.....  
.....

Will your fundraiser involve liquor, raffles, sweepstakes, bingo, lotteries or gambling activities?

- Yes
- No
- Maybe

If you answered **yes or maybe** you must ensure your fundraiser has the right permits and licenses. Please check your responsibilities here: <https://www.dlgsc.wa.gov.au/>

Do you need an online fundraising page?

- Yes, I am/we are taking online donations
- No, I/we will fundraise offline

Are you selling something that requires a GST receipt? eg. sausage sizzle, chocolate sales, bake sale

- Yes
- No

Will you be promoting your event in the media?

- Yes
- No

Please read the Fundraising Terms and Conditions below before submitting your form.

- Yes, I have read and agree to the Vinnies WA Terms and Conditions.

Print Name: ..... Signature: ..... Date: .....

Please send completed form to the Fundraising Coordinator

**Email:** [fundraising@svdpwa.org.au](mailto:fundraising@svdpwa.org.au) or

**Address:** PO Box 1450 Canning Vale DC WA 6970

Thank you! Your application will be reviewed and we'll be in touch soon.

Best wishes, the Vinnies WA fundraising team

## Vinnies WA Fundraising Terms and Conditions

Thank you for holding a fundraiser for the St Vincent de Paul Society (WA), also known as Vinnies WA. We are grateful for your support. Please find below the terms and conditions we need to advise you of when holding an event.

### Fundraising Management

Any event organised by a third party (individual, group or organisation), external to St Vincent de Paul Society (WA) [Vinnies] is not an official Vinnies event, and that third-party is not acting as an official representative or agent of Vinnies. Vinnies bears no responsibility for the management or conduct of a fundraising event organised by a third party.

The event will be conducted in the Organiser's name and they will be responsible for the organisation, conduct and outcomes of the activity or event.

### Reputation, Branding and Ethical Behavior

The Organiser agrees that the event or activity will not undermine, discredit, or bring Vinnies into disrepute in any manner. The Organiser commits to conducting all fundraising efforts in a manner that aligns with the core values of Vinnies, upholds its positive reputation, and ensures that Vinnies maintains its good standing within the community.

Express permission must be sought before using the Vinnies brand in any way, outside of those provided for download on our website, such as in promotional materials, including use of; logos, taglines, images, and any other brand elements.

The fundraising event should not be named or branded as an official Vinnies event (for example 'Vinnies Walkathon'). The Organiser should instead use wording like 'proudly supporting Vinnies' or 'proceeds donated to Vinnies'.

### Media

Permission must be sought before contacting the media. You can discuss media opportunities with us by contacting: [media@svdpwa.org.au](mailto:media@svdpwa.org.au) or (08) 63237543.

### Safety

Events must be organised with the safety and security of all participants in mind and the Organiser must take responsibility for the safety and security of others and themselves, including holding the required insurances such as public liability insurance and following social distancing measures when required. Events or activities that present inherent or unreasonable risk are not encouraged by Vinnies.

### Approvals

Vinnies reserves the right to cancel any fundraising event or activities at any time and withdraw authority to fundraise under our license should the Organiser fail to meet any of the conditions.

Organisers must be 18 years of age or older to qualify for registration as a Sleepout event host. Community fundraisers under 18 years of age should have an adult apply on their behalf and then accompany them at the event or activity. If an adult is submitting on behalf of someone under 18 years, please make these clear on the application form.

If you are under the age of 18 and registering as an online participant, you can only do so with the permission of a parent or guardian. Vinnies supports a safe online environment. Incidences of cyberbullying can be reported to the appropriate authorities.

## **Financials**

The Organiser is responsible for covering any expenses relating to the fundraising event and as such any losses that may arise from the event or activity. Vinnies takes no responsibility for the financial outcome of the event/activity.

The Organiser agrees to be honest in their handling of money that they have committed to donate.

The Organiser will hold all funds raised until the event or activity is complete and funds are submitted to Vinnies.

The Organiser is required to send the funds raised to Vinnies within 14 days of the fundraising event or activity being completed.

The Organiser must commit to accurately completing all necessary paperwork and supplying this to Vinnies within 30 days of the fundraising event or activity being completed.

## **Legal, Compliance and Insurance**

The Organiser must take responsibility to ensure their event or activity is compliant with all legislative requirements, and must obtain all necessary permits, permissions, authorities and licences needed. It is the responsibility of the individual organiser to investigate these requirements and no responsibility will be taken by Vinnies for matters involving national, state/territory or local council laws, or venue codes of conduct.

The Organiser agrees to release Vinnies to the fullest extent permissible under law for all claims and demands of any kind associated with the event or activity and related outcomes and indemnifies Vinnies for all liability or costs that may arise in respect to any damage, loss or injury that occurs to any person in anyway associated with the event or activity.

**Thank you for fundraising for St Vincent de Paul Society (WA). The funds you raise will allow us to continue to help vulnerable West Australians.**