



## INDIGENOUS LITERACY FOUNDATION COMMUNITY, COMPANY & INDIVIDUAL PARTNERSHIPS

Thank you for your support. Before you begin your fundraising activity, your proposal will need to be approved by ILF. Please follow the following steps:

1. Complete the relevant sections of this form and email to [marketing@ilf.org.au](mailto:marketing@ilf.org.au)
2. Once your proposal has been approved, you will receive a 'Letter of Authority to Fundraise' and a 'how to donate' form; as well as an ILF statement, social media handles, images and ILF logo to help you promote the event. You will receive all this via email within five working days.
3. You will also receive any brochures, receipt books or donation boxes that you have requested, in the post within five working days.
4. During the event/fundraising activity, we welcome photos to [marketing@ilf.org.au](mailto:marketing@ilf.org.au), which we may be able to share on social media.
5. Following your event/fundraising activity, please follow the instructions you have been provided to make your donation.

If your fundraising is an event, please complete sections A.

OR

If your fundraising is not an event, please complete sections B.



## SECTION A: FUNDRAISING EVENT PROPOSAL

### CONTACT DETAILS

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Title First Name Surname

Name of school/organisation (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address/Post Office Box

Suburb State Post Code

Email: \_\_\_\_\_  
(On occasion we may send you email updates about The Foundation's work)

Phone: Home: ( \_\_\_\_\_ ) \_\_\_\_\_  
Business ( \_\_\_\_\_ ) \_\_\_\_\_  
Mobile: ( \_\_\_\_\_ ) \_\_\_\_\_  
Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

### EVENT INFORMATION

Name of main contact (if different to first page): \_\_\_\_\_

Title of event/activity: \_\_\_\_\_

Proposed date/time frame of your event: From: \_\_\_\_\_ To: \_\_\_\_\_

Address or venue of event/activity: \_\_\_\_\_

Further details of planned fundraising activity: (Where applicable please include Ticket price, estimated number of tickets to be sold, prizes to be offered, publicity plans, proposed corporate sponsor etc. Please continue overleaf if there is insufficient room).

\_\_\_\_\_

What has inspired you to raise funds for The ILF? \_\_\_\_\_

\_\_\_\_\_

Have you fundraised for The ILF before?  No  Yes

How much money do you plan to raise (estimate)? \_\_\_\_\_

How will proceeds of the event be distributed?  100% To The ILF  Income less expenses to The ILF

Sharing with another charity. Please specify: \_\_\_\_\_

Office Use Only – to be completed by The ILF

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_ Fundraiser ID: \_\_\_\_\_





## SECTION B: FUNDRAISING ACTIVITY PROPOSAL

### CONTACT DETAILS

Name of business/organization/individual's initiative: \_\_\_\_\_

Contact: \_\_\_\_\_  
Title First Name Surname

Website address (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address/Post Office Box

Suburb State Post Code

Email: \_\_\_\_\_  
(On occasion we may send you email updates about The Foundation's work)

Phone: Business ( \_\_\_\_\_ ) \_\_\_\_\_  
Mobile: ( \_\_\_\_\_ ) \_\_\_\_\_  
Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

### FUNDRAISING ACTIVITY

Please select what kind of fundraising activity you are proposing.

- Charity of Choice       Company product (% of sales profit) \_\_\_\_\_ %  
 Workplace Giving       Other. Please specify \_\_\_\_\_

Proposed date/time frame for your fundraising activity? From \_\_\_\_\_ To \_\_\_\_\_

Proposed donation dates \_\_\_\_\_

What has inspired you to raise funds for The ILF? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you fundraised for The ILF before?       No       Yes

What revenue do you anticipate raising? (estimate) \_\_\_\_\_

What is the expected lifecycle of the product generating donations? \_\_\_\_\_

Sharing with another charity. Please specify: \_\_\_\_\_

Office Use Only – to be completed by The ILF

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_ Fundraiser ID: \_\_\_\_\_



## Community Fundraising Guidelines

1. These guidelines have been developed to assist groups and individuals (The Fundraiser) that are planning to fundraise on behalf of The Indigenous Literacy Foundation (The ILF).

A Fundraiser must complete/sign and return this document to The ILF. If approval to fundraise is granted by The ILF these terms and conditions will form the basis of any dealings between The ILF and the Fundraiser in relation to the event.

### Authorisation

2. Fundraisers must provide The ILF with a clear written description of the nature, extent and duration of the fundraising activity, provide an estimate budget of the proposed activity and provide information about the group or individuals organising the activity.
3. Any person or organisation must, by law, have a Letter of Authority to fundraise. The ILF will issue the Fundraiser this letter if their proposal is approved and:
  - a. The ILF is satisfied that the event/activity will produce a return of at least 60% income after expenses have been deducted
  - b. The ILF is satisfied that the Fundraiser will supply a complete record of income and expenditure with supporting receipts and invoices within 4 weeks of the conclusion of the event/activity.
  - c. The ILF is satisfied that the event/activity fits with its aims and values.
  - d. The ILF is satisfied that the fundraising activity is not high risk.
4. The Fundraiser is not authorised to use The ILF as its beneficiary charity until it has received the Letter of Authority. Permission to fundraise is issued for a period no longer than 12 months, and following the event/activity the letter of authority to fundraise, along with the records of income and expenditure and accompanying receipts, and any used or unused receipt books must be returned to The ILF.
5. The Fundraiser understands that The ILF reserves the right to withdraw approval of this event/activity at any time should the event/activity or the event/activity organisers fail to comply with The ILF's Fundraising Guidelines.
6. The ILF may withdraw the Fundraiser's authority to fundraise by notifying the Fundraiser in writing. The Fundraiser must immediately cease the event/activity and return the Letter of Authority, Fundraiser ID Card and all records and monies must be returned to The ILF within seven days.
7. The Fundraiser must abide by all relevant State legislation for fundraising and apply for any permits and authorities that may be required. Different states have their own legislation, which should be checked beforehand by the Fundraiser. Please contact The ILF if you need direction or guidance in this area.

### Upholding The ILF's Standards

8. Due to the nature of the work of The ILF and the high ethical standards under which The ILF operates, there may be some events we cannot approve. Please note the following activities will not be approved:
  - a. Telemarketing, door knocking, collection tins or buckets, or soliciting donations in public places such as shopping centres
  - b. The sale or promotion of tobacco products or illegal drugs
  - c. Events that do not promote the responsible service of alcohol
  - d. Activities or events that are in any way linked to terrorism or the use of landmines
9. The Fundraiser commits to uphold the ethics and standards of The Foundation and agrees they shall not do anything to bring The Foundation or its staff or associates into disrepute.
10. Fundraisers agree that they have read the attached Child Protection Policy available at [www.indigenouliteracyfoundation.org.au](http://www.indigenouliteracyfoundation.org.au) and have signed the attached Child Protection Code of Conduct.

## Organising the Event

11. The fundraising event/activity shall be conducted in the name of the Fundraiser and is the sole responsibility of the Fundraiser. The Fundraiser must make it clear in all their dealings with the public, sponsors and supporters that they are not employees or agents of The ILF, nor are they acting in any other other representative capacity.
12. The ILF is not able to take a coordination role in event organising and its staff cannot assist in soliciting prizes, organising publicity, or providing goods and services to assist the Fundraiser in the running of the event/activity.
13. The ILF does not provide public liability insurance for fundraisers. Try joining forces with an existing group (Scouts, Rotary or Lions) or hold your event at a venue which is already covered by public liability insurance.
14. The ILF expects The Fundraiser will keep The ILF up to date throughout planning for the event/activity.
15. For fundraising purposes, a child is anyone under the age of 18. The minimum age of children participating in an appeal (event/activity) as a volunteer is 8 years. There are specific codes of practice associated with children in fundraising that may apply. Please discuss with The ILF if you intend involving children in your event/activity.
16. The Fundraiser verifies that they are in proper physical/mental condition to organise and run this event and acknowledge that they are aware of the risks involved and voluntarily agree to assume those risks.

## Promoting the event/activity

17. Any use of The ILF's logo must be approved. Each community fundraising event will be evaluated on a case by case basis and it is at the discretion of The ILF whether logo usage shall be granted.
18. All references to The ILF in each piece of promotional material, including text and images, (whether taken from The ILF's website and print materials or another source) must be submitted to The ILF for approval before publication.
19. The ILF may approve the use of a line of copy (suggestions below) stating the relationship between the event/activity and The ILF. The

organisation must be referred to as 'The Indigenous Literacy Foundation' or 'The ILF'.

Suggested wording:

- a. 'Proudly supporting The Indigenous Literacy Foundation'
  - b. 'Funds raised are used to support The Indigenous Literacy Foundation's purchase and supply of books and literacy resources to remote Indigenous communities'
  - c. 'All net proceeds to The ILF'
  - d. 'This is a volunteer run event raising money for The ILF'.
20. Details on how the income/proceeds from the event/activity will be allocated to The ILF must be stated on all materials and correspondence relating to the event/activity. For example the Fundraiser should specify:
    - a. If 100% of money raised will come to The ILF, and the Fundraiser will cover their own costs
    - b. If income from the event/activity less expenses will come to The ILF
    - c. If income will be split with another charity, if so with whom and how the income will be allocated
  21. The ILF cannot undertake media relations on behalf of the Fundraiser but is happy to provide advice on producing media materials. Please notify The ILF if you intend to approach any media.
  22. Please notify The ILF if you plan to approach a corporate sponsor.
  23. Due to the 'Federal Privacy Act (1998)' The ILF is unable to promote Fundraisers events/activities to our database.

## At The Event

24. The ILF recommends that no counting of cash donations takes place at an event unless prearranged and a private, quiet room can be provided. Two people are required to be present for any counting of cash donations, both people to sign a document confirming the total counted.
25. It is recommended that no cash bills be paid at the event unless prearranged with a supplier or venue.
26. Fundraisers who expect to receive cash donations at their events should provide adequate secure containers for receiving cash such as a lockable petty cash tin or similar.

27. If an ILF representative is present at an event, the fundraiser remains solely responsible for all aspects of the event unless prearranged and agreed between the fundraiser and the representative of The ILF.

- purchases (eg raffle), entry to an event, donations of services and auction purchases;
- b) The legal implications of issuing receipts;
- c) The necessity of returning official receipts (used and unused) to The ILF;
- d) Reconciliation of funds.

### **Financial Aspects of Your Event/Activity**

The financial aspects of your event activity are entirely the responsibility of the Fundraiser.

**Thank you for taking the time to read these guidelines. If you have any queries about your application please contact the Executive Director, Karen Williams.**

28. The basic obligations of the 'Charitable Fundraising Act (1991)' and Regulations for Fundraisers are to:

- a. Keep accurate financial records (including retention of receipts and invoices), and hence provide The ILF with an accurate record of income and expenses associated with the event/activity within 4 weeks of the conclusion of activity/event;
- b. A bank account may be set up to receive funds from the fundraising activity. All funds donated to your fundraising activity are to be banked into this account and the account must be closed after your event. Please notify The ILF of the signatories to this account.

29. The ILF cannot pay expenses incurred by you, however expenses necessary to conduct the activity/event can be deducted from income provided they are documented properly. Total expenses must be less than 40% of income.

30. Funds raised in the aid of The ILF cannot be used to make a donation to another organisation.

31. Any GST associated with the cost of the fundraising is the responsibility of the registered fundraiser.

32. The ILF can provide official receipts for donations towards approved fundraising events/activities. Tax-deductible receipts can only be issued to people donating money of \$2 or more, where the donation is a gift (the donor received nothing of material value in return). Receipt booklets must be returned, whether completely or partially used, to The ILF within four weeks of the event/activity conclusion. The ILF will provide the Fundraiser with advice for issuing receipts. It is the responsibility of the Fundraiser to familiarise themselves with:

- a) When a receipt can be issued, and to whom i.e. the following are not tax deductible: ticket



## Child Protection Policy Code of Conduct

The Indigenous Literacy Foundation strongly condemns all forms of child abuse and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for all children with whom we come in contact during the course of our work.

As a representative of the Indigenous Literacy Foundation, I commit to abiding by this Code of Conduct which requires me to:

1. Be respectful of children's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.
2. Conduct myself in a manner consistent with my position as a positive role model to children and as a representative of the Indigenous Literacy Foundation.
3. Follow organisational policy and guidelines concerning the safety of children as outlined in The Foundation's Child Protection Policy.
4. Follow relevant local, state and national law relating to the protection of children.
5. Ensure that, in any dealing with children during the course of my work, I:
  - Do not hit, physically harm or mistreat children.
  - Refrain from any sexual act or behaviour towards children and young people, including using sexually suggestive language.
  - Make every attempt not to spend unnecessary or excessive amounts of time alone with children.
  - Refrain from inappropriate physical contact with children.
  - Avoid acting in ways that shame, humiliate, degrade or otherwise perpetrate any form of psychological harm against a child.
  - Refrain from developing relationships with children that could be deemed exploitative or abusive in any way.
  - Refrain from discriminating against, showing differential treatment or favouring particular children to the exclusion of others.
6. Respect the confidentiality of a child's personal information so that their dignity and safety is not compromised.
7. Refrain from photographing children or using their photographs in program or promotional materials without following The Foundation's 'Photo Library' policy.
8. Report any possible or actual breaches of this Code of Conduct by Foundation staff, representatives or associates to the relevant ILF Manager(s) as set out in this policy as soon as I become aware of the situation.

*I have read the Child Protection Policy and Child Protection Code of Conduct (available at [www.indigenousliteracyfoundation.org.au](http://www.indigenousliteracyfoundation.org.au) ) and agree to abide by it at all times to protect the children I may come into contact with through my work for and/or association with the Indigenous Literacy Foundation.*

Name & signature: \_\_\_\_\_

Date: \_\_\_\_\_