

Guidelines for Community Fundraisers

Support from the community is invaluable to the Full Stop Foundation.

It is only together that we can sustainably reduce the rates of sexual assault and domestic violence in Australia. We can change the attitudes and behaviours that underpin sexual assault and domestic violence, support the development of innovative prevention programs, and expand vital counselling services for those affected by this violence.

Thank you for choosing the Full Stop Foundation as a recipient of your fundraising.

The following guidelines have been developed to help Community Fundraisers to understand their responsibilities when organising a fundraising activity or event to benefit the Full Stop Foundation.

Responsibilities of Community Fundraisers

1. Inform the Full Stop Foundation

Please let us know if you are considering participating in Community Fundraising! You can do this by completing the *Community Fundraising Registration Form*.

The form can be returned by post, fax or email along with a copy of your photo ID. Once approved, we will send all Community Fundraisers an *Authority to Fundraise letter*.

2. Comply with laws and regulations

Charitable regulations require any individual or organisation fundraising in Australia to have an *Authority to Fundraise letter*. This means that Community Fundraisers are not authorised to fundraise on behalf of the Full Stop Foundation until they have received this letter.

It's also important to note that the legislation and regulations that govern fundraising differ in each state. By completing, signing and returning the *Community Fundraising Registration Form*, Community Fundraisers are stating that they will:

- Fundraise on behalf of the Full Stop Foundation in accordance with the relevant laws and regulations.
- Agree to fundraise on behalf of the Full Stop Foundation in strict accordance to child protection laws.

3. Keep accurate financial records

To comply with the *Charitable Fundraising Act and Regulations*, it's important that Community Fundraisers keep accurate financial records, including records of all expenses associated with the fundraising activity/event.

At the completion of the fundraising activity/event, Community Fundraisers need to send in any donation receipt booklets issued along with all documentation, including details of actual income and expenditure, within 28 days. All proceeds are to be banked into the account nominated by the Full Stop Foundation. Details will be provided to Community Fundraisers with the *Authority to Fundraise letter*.

While the Full Stop Foundation cannot pay expenses incurred by Community Fundraisers, necessary expenses can be deducted from fundraising proceeds as long as they are properly documented. Where expenses will need to be deducted from gross (cash) income of the fundraising activity/event, the Community Fundraiser must record Gross Income vs Expenses and forward receipts to the Full Stop Foundation. You can use the Income and Expenditure form on the Community Fundraising section of our website.

For fundraising activities that involve the sales of goods and/or services of a business, where a percentage of sales are to be donated to the Full Stop Foundation, the business can make arrangements to distribute gross proceeds to the Full Stop Foundation's account at regular intervals.

Promotion

Community Fundraisers who would like to promote the Full Stop Foundation are asked to be mindful of upholding the organisation's integrity, principles and values. In any material promoting the community fundraising activity/event, the Community Fundraiser is asked to refer to the Full Stop Foundation as "the Full Stop Foundation". We would prefer that the organisation's name is not abbreviated.

After the *Community Fundraising Registration Form* is received and the event/activity is approved, Community Fundraisers will have log-in access to the organisation's website to download materials that may assist with fundraising and promotion.

Logos and copyrighted materials

Community Fundraisers who would like to use the Full Stop Foundation logo on any printed material, products and/or signage including invitations, posters, flyers and media releases, must seek permission from the Full Stop Foundation.

The easiest way to do this is via the *Community Fundraising Registration Form*.

Limitations

The Full Stop Foundation cannot assist in organising publicity or in soliciting prizes. It's also important to note that we may not be able to endorse events deemed to be "high risk", for example, events that include firearms, motor racing, bungee jumping, and some water sports. The Full Stop Foundation can not incur any expenses associated with the fundraising activity/event.

How the Full Stop Foundation Can Help

Other than providing Community Fundraisers with an *Authority to Fundraise letter*, the Full Stop Foundation can provide:

- Donation Receipt Booklets (50 receipts per booklet, DL size)
- Donation Forms (A4 or A5)
- Brochures (A5 or business-card-sized)
- Online access to posters, factsheets and promotional tools to download and print

The Full Stop Foundation will issue official tax-deductible receipts to those who have made a donation of \$2 and over. It is important to note that a donation is only a donation if the donor receives nothing in return. Unfortunately tax-deductible receipts cannot be issued when someone has paid for an auction item, purchased raffle tickets or purchased tickets to a fundraising dinner etc.

Responding to disclosures and managing vicarious trauma

While fundraising for the Full Stop Foundation, it is possible that people may choose to disclose stories of abuse to Community Fundraisers. Responding in a compassionate, non-blaming and supportive way will assist the person to make their first step toward recovery. It can give them confidence to make contact with sexual assault services and assist in considering reporting to Police.

To equip Community Fundraisers with the skills to respond appropriately to any disclosures they will be invited to participate in a workshop, webinar or telephone conversation with the Full Stop Foundation.

The Full Stop Foundation recommends that Community Fundraisers refer any person whose life has been affected by sexual or domestic violence to 1800RESPECT, which is one of the organisation's 24/7 trauma specialist counselling services. Community Fundraisers will be provided with business-card-sized brochures on the support available from the Full Stop Foundation to offer to people who may be affected by sexual or domestic violence.

Assisting someone who has experienced violence is difficult. Their level of pain and distress will have an impact on the person they talk to. This is called vicarious trauma. After assisting someone who has experienced sexual assault or domestic violence, Community Fundraisers are invited to ring 1800RESPECT (24/7) for debrief. Counsellors will help Community Fundraisers to develop strategies to manage any impacts, and encourage them to notice changes in behaviour that may indicate disclosures are having an adverse impact.

Registration

In order to be an official fundraiser for the Full Stop Foundation, please complete, sign and submit the *Community Fundraising Registration Form* attaching/enclosing a copy of current photo ID.

We will be in touch by phone if your application is successful and will then issue an *Authority to Fundraise* letter as well as any other supporting material requested.

If you have any questions relating to the information provided in this document or about fundraising on behalf of the Full Stop Foundation, or need assistance in completing the *Community Fundraising Registration Form* please contact the Full Stop Foundation on 02 8585 0333. Alternatively you can email your query to info@fullstopfoundation.org.au

Thank you for supporting the Full Stop Foundation!