

Derwent Valley Youth Future Action Team

Fundraising and Donations Policy

Purpose

Derwent Valley Youth Future Action Team (D'FAT) is a youth led not for profit organisation committed to high standards of conduct.

The purpose of this policy is to guide D'FAT on how to fundraise and receive donations for the organisation.

Policy

This policy ensures that D'FAT complies with the obligations of Australian Consumer Law, *Collections for Charities Act 2001*, *Gaming Control Act 1993* and other associated Legislation and Regulations.

As outlined in rule 37 of D'FAT's Constitution:

- ❖ The Association is a not for profit organisation
- ❖ The assets and income of the Association shall be applied solely to the achievement of the purpose and objects
- ❖ No portion of the profits shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Organisation

D'FAT will undertake fundraising activities and accept donations that align with the aims and objectives of the organisation. D'FAT will undertake raffles in line with the *Gaming Control Act 1993*.

Any goods and services sold as a part of a fundraising activity will be in line with Australian Consumer Law.

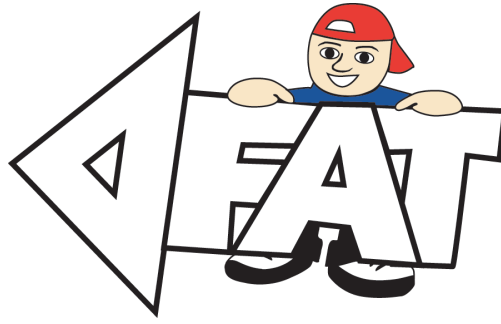
Any food products processed, handled and sold as a part of a fundraising activity will be in accordance with the *Australian New Zealand Food Standards Code and Food Act 2003*.

Donations received by D'FAT will not entitle the donor to any 'special treatment', including the ability to influence decisions of the organisation.

D'FAT reserves the right to refuse an offered donation.

D'FAT will accept sponsorship in line with the organisation's Sponsorship Policy.

D'FAT shall not undertake fundraising activities and accept donations that jeopardise the financial, legal or moral integrity of the organisation or adversely impact upon the organisation's good standing and reputation in the community.



Procedures

D’FAT shall:

- ❖ Abide by confidentiality and privacy practices (as per Confidentiality and Privacy Policy)
- ❖ Undertake risk assessment (as per Risk Management Policy) prior to any fundraising activity
- ❖ Declare any conflict of interest (as per Conflict of Interest Policy) prior to accepting a donation or undertaking a fundraising activity
- ❖ Prepare income and expenses statements for any fundraising activities
- ❖ Undertake fundraising activities endorsed by the Board
- ❖ Provide clear and accurate information in a timely manner on how funds raised, and donations received will be used by the organisation
- ❖ Use funds raised for a specified project endorsed by the Board, which aligns with the aims and objectives of the organisation
- ❖ Require any offer of donation to be received in writing
- ❖ Provide clear and accurate written information in a timely manner to the donor for acceptance of an offer of donation
- ❖ Provide clear and accurate written information in a timely manner to the donor for any refusal of an offer of donation
- ❖ Input donations received in the donations register
- ❖ Input any donated assets in the assets register
- ❖ Provide a receipt and acknowledgment to the donor (unless the individual or organisation has given anonymously)

The D’FAT Facilitator has the responsibility of maintaining the donations register and assets register.

Definitions

Fundraising is the legitimate process of collecting funds.

Raffle is where entrants pay for the chance to win a prize. A permit is required to conduct a public raffle where the total retail value of the prizes is equal to or exceeds \$5,000.

Donation is a voluntary gift or contribution of funds, goods or services for a specific cause.

Bequeath is a gift that is passed on by the means of a Will.

Donor is the individual or organisation that has provided a donation.

Bona fide means real or done honestly.

Australian Consumer Law (ACL) provides a range of specific obligations in relation to unfair practices, consumer transactions and safety of products and product related services, including;

- fundraising activities to be open, transparent, truthful and fair.
- if any goods sold are faulty in some way, then the consumer must be provided with a repair, replacement or refund.