



# Vinnies Community Fundraising

## Terms & Conditions

### **Fundraiser Management**

- Any event organised by a third party (individual, group or organisation), external to Vinnies (St Vincent de Paul Society NSW) 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 solely responsible for the organisation, conduct and outcomes of the activity or event.

### **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. For further information see [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au).
- 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.

### **Safety and Risk**

- 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.
- Events or activities that present inherent or unreasonable risk will not be approved by Vinnies.

### **Reputation and Ethical Behaviour**

- The organiser or event/activity must not in any way undermine the work of Vinnies, discredit Vinnies brand, or bring Vinnies into disrepute. The organiser commits to fundraising in an ethical way that is in line with the values of Vinnies.

- The organiser must not approach the general public with door to door, street or telephone collections as part of the fundraising activity.

### **Branding**

- The organiser will seek express written permission before using the Vinnies brand in any way, such as in promotional materials, including use of logos, taglines, images, and any other brand elements.
- The event or activity should not be named or branded as Vinnies (for example: 'Vinnies Art Exhibition' or 'Vinnies Walkathon'). The organiser should seek to instead name the activity themselves, with support being promoted with the text 'supporting Vinnies' or 'proceeds donated to Vinnies'.

### **Media**

- Permission must be sought before contacting the media. Discuss media opportunities with Vinnies by contacting the Fundraising and Communications Team.

### **Financials**

- The organiser is responsible for covering any expenses relating to the 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 offline funds raised until the event or activity is complete.
- The organiser is required to send the offline funds raised to Vinnies within 14 days of the event or activity being completed.
- The organiser must commit to accurately completing all necessary paperwork and supplying this to Vinnies within 14 days of the event or activity being completed.