



Making violence against women
a thing of the past



Fundraising Guidelines

Thank You

Your valuable support helps the White Ribbon Foundation continue to fund education campaigns and projects towards our aim of making violence against women a thing of the past.

Fundraising legislation can be complicated, and these guidelines will help you to comply with fundraising legislation while raising much needed funds for White Ribbon.

Please don't hesitate to contact us to discuss any aspect of your fundraising event.

Application to Fundraise

The Application to Fundraise form will help us compile an accurate calendar of events being held in support of White Ribbon throughout the year. It's important that we have as much information as possible so we can publicise your event on our website, encourage supporters to attend and field media enquiries. Upon completion of this application form, you will be issued with an Authority to Fundraise on behalf of White Ribbon and numbered name badges. Your Authority to Fundraise must be produced on request from a member of the public and the name badges worn at any time you are soliciting donations from the public.

The White Ribbon Foundation is an incorporated body with Fundraising Licenses in every state and territory of Australia. When raising funds with an approved Authority, you are operating under White Ribbon's Fundraising License, however it is your responsibility as the Event Organiser to ensure that your event complies with the relevant legislation. Fundraising requirements vary from state to state. Please check the appropriate guidelines by following the link below and selecting your state.

<http://www.ato.gov.au/nonprofit/content.asp?doc=/Content/56555.htm&page=1&H1>

Event organiser

An individual must be appointed as the main contact for the event and assume responsibility for managing the activities of all fundraisers, the budget and receipting. This person is also responsible for carrying the signed Authority to Fundraise form at all times during the event, so that it may be produced upon request.

Publicity and Use of the White Ribbon Name and Logo

Please note that only events organised and run directly by The White Ribbon Foundation may be labelled as White Ribbon events. It is preferable that you use phrasing such as "...supporting White Ribbon Foundation" or "All proceeds will help the White Ribbon Foundation in its efforts to make violence against women a thing of the past."

When your application to fundraise is approved, you may request a copy of the 'Supporting White Ribbon' logo to use in publicity for your event. Please ensure that the logo is only used for this specific, approved event. It may not be used on ongoing material such as business cards or promotional material for organisations.

Distribution of Funds

If the White Ribbon logo and name is being used, then all funds raised at the approved event must come back to White Ribbon. Otherwise the event may not fall under WR's liability cover and charity status.

Public liability

Events approved by White Ribbon are covered by our public liability insurance upon signed receipt of the Authority to Fundraise form. Potentially dangerous activities may not be undertaken and will not be covered by our public liability insurance. You may like to consider arranging your own public liability insurance for such activities.

Events

White Ribbon reserves the right to decline approval of any event.

Budget

You may like to use the simple template below to determine roughly how much money the event will raise. Consider whether the amount raised will be worth the time and effort you commit to it. You may want to source donated goods and services or cash donations from local businesses for your event to make it more financially viable.

Please note that White Ribbon Foundation is unable to reimburse you for expenses incurred in holding a fundraising event.

Income	Estimated	Actual
Entry fee/tickets		
Raffle		
Auction		
Sponsorship		
Other Income		
TOTAL INCOME		
Expenses	Estimated	Actual
Printing and photocopying		
Advertising		
Permits/licences		
Equipment hire		
Other Expenses		
TOTAL EXPENSES		
EVENT TOTAL		
White Ribbon Merchandise @\$2 each		