



St Vincent de Paul Society
VICTORIA
good works



SCHOOL FUNDRAISING KIT

Thank you!

Thank you for inquiring about helping to volunteer or raise funds for the St Vincent de Paul Society Victoria.



The **School Fundraising Kit** provides important information on fundraising, the use of the **St Vincent de Paul Society** and **Vinnies** names or logos, money management, how to register your activity as well as contact points for further information. To help get you started, we've also included some fundraising ideas at the end of this document.

Volunteering your time

St Vincent de Paul has a proud and well established history of volunteering in Australia. Volunteering provides a unique and practical way for people to use their skills and give their time to assist and care for others in need.

If you would like to find out more about **volunteering** please call **1300 736 933**.

The St Vincent de Paul Society at work

In Victoria, the St Vincent de Paul Society has approximately 5,500 members and volunteers providing assistance to more than 315,000 people.

Throughout Australia people turn to Vinnies in their time of need. Our voluntary members visit people in their homes, extending the hand of friendship and offering practical support.

St Vincent de Paul Society Victoria, provide assistance through:

- Compeer
- Home visitation
- Homeless services
- Migrant and refugee support
- Overseas projects
- Soup vans
- Vinnies Centres
- Vinnies Youth and College Conferences

The St Vincent de Paul Society is also an active advocate for people who are marginalised and disadvantaged in our society through our Social Justice Committee.



Fundraising ideas

Thank you for choosing to fundraise for the St Vincent de Paul Society. There are a number of ways in which you can fundraise, from holding an event or entering a fun run to organising a cake stall. Below are just a few suggestions to help get you started but above all, whatever you choose to do should be fun!

- Auction - hold an auction of donated items such as artwork or sporting memorabilia.
- Bake sale* – organise your group to bake cakes, muffins, pies etc. and sell them.
- BBQ or sausage sizzle*
- Book sale
- Charity performance. Perhaps your school or theatre group would like to volunteer to put on a play or performance? You could sell tickets and donate the profits.
- Dancing – organise a dance night or lesson. You may know or find a teacher that will donate their time and you could charge a small fee for the lessons. A great night out!
- Easter – run a stall
- Fashion show – organise a fashion show and invite budding designers to showcase their work.
- Free dress day – ask your school to allow students to dress casually for a day for a gold coin donation.
- Fun run
- Games – throw a games night for friends and/or the local community.
- Get creative! If there's something you're good at making then make a few and sell them.
- Movie night
- Sponsored events such as a walk, fun run or bike ride - the ideas are endless!
- Sports day/tournament
- Staff/student sporting competitions
- Ten pin or lawn bowls
- Throw a teacher's baby photos competition
- Trivia night –throw a trivia night and charge an entrance fee
- Variety night – hold a variety night with acts from comics to bands etc.



The internet is another great source for ideas and tips on fundraising.

* Visit www.health.vic.gov.au/foodsafety for food preparation and handling regulations. Please ensure your fundraising activity is compliant with the relevant legislation and that any necessary permits, licenses or insurances have been obtained. Further information is available at www.consumer.vic.gov.au. And don't forget to get permission from your school! Please contact Jacinta McKinlay if you need any further information.

Funds raised



The many good works of the St Vincent de Paul Society are only possible with the generosity of our donors and supporters, just like you! The support we receive enables the Society to successfully fund and manage the many activities, professional services and special works that directly assist people in need in our community.

Getting the go ahead

Before you start organising your fundraising activity, please get permission from your teacher/school and then complete the 'Fundraising Activity Registration Form' contained within this kit. If you have any questions or need help completing in the form, call Jacinta McKinlay on 9895 5839 or email jacinta.mckinlay@svdp-vic.org.au.



Once we receive your form we will register your event details and issue a letter of authority to show that your activity has been approved.

What are my responsibilities as a fundraiser?

Any person, school, organisation or group (referred to below as the "organiser") who decides to fundraise for the St Vincent de Paul Society must accept the following responsibilities:



Event management

- The event will be conducted in the organiser's name, who will be solely responsible for managing the fundraiser in an appropriate and responsible way.
- The organiser is responsible for ensuring the safety of the event, including obtaining appropriate public liability insurance and providing first aid services if required.
- The organiser must comply with any obligations imposed on it by the Charitable Fundraising Act and/or regulations in the relevant State or Territory. Any necessary permits, authorities to fundraise, insurance or licenses must be secured by the organiser of the event. More information can be found at the back of this document.
- Children under the age of 16 years of age must be accompanied by an adult when collecting donations/money for an off campus event. Approval will need to be sought by the Society and identification will be necessary.
- The organiser agrees to release the St Vincent de Paul Society to the fullest extent permissible under law for all claims and demands of any kind associated with the event, and indemnify the St Vincent de Paul Society for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the event caused by your breach of these responsibilities or your negligence.
- The St Vincent de Paul Society reserves the right to terminate our support for the fundraising activity/event at any time if it appears that there is a likelihood of the organiser failing to meet any of the requirements and responsibilities contained within this Information Kit.

Funds management

As the organiser, it is your responsibility to ensure the appropriate management of donations to the St Vincent de Paul Society through your fundraising event.

- You are only able to collect funds in the form of cash, cheques or money/postal orders – made payable to the St Vincent de Paul Society.
- The organiser holds all funds raised from the public on behalf of St Vincent de Paul Society until the fundraiser is completed and needs to make sure that the funds are kept in a secure place, full records of income are made, and that these are sent to the St Vincent de Paul Society within **28 days** of the event taking place or prior to the Appeal closing, whichever is sooner.
- Once your event is over, complete and return the **St Vincent de Paul Society Fundraiser Results Summary Form** in this Kit along with the funds raised. You can specify which Conference or program you would like the funds to be put towards.
- On receipt of the funds the Society will send you an acknowledgement letter.

Use of the Vinnies and St Vincent de Paul Society names and logos, including for the purposes of gaining media exposure:



- Organisers must request approval for the use of our names and logos. Under no circumstances can the Society's names or logos be altered by the organiser. Our name cannot be used as part of your event's name as this would indicate incorrectly that the event is an official St Vincent de Paul Society event. Instead, you are able to say that funds raised are to be donated to the St Vincent de Paul Society.
- Organisers must request approval for the use of our name and logo on any communications. Your communications must also clearly state the percentage of funds raised that will go to the St Vincent de Paul Society.
- For off campus collections we can provide you with St Vincent de Paul Society promotional material, including collection tins. Such items must be returned within **28 days** of the event taking place.
- Under no circumstances are the organisers allowed to manufacture, sell or license any goods bearing the name, emblem or logo of the St Vincent de Paul Society.

Contact schools@svdp-vic.org.au for more information



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FUNDRAISING REGISTRATION FORM

School contact details

School name: _____

Authorising Teacher: _____

School address: _____

Suburb: _____

State: _____

Postcode: _____

Telephone daytime: _____

Email: _____

*Your details will be recorded by St Vincent de Paul Society only and not released to any other parties.

Proposed event details

Description of proposed activity: _____

Proposed name of activity: _____

Proposed date of activity: _____

Proposed venue/location: _____

Please note that St Vincent de Paul Society reserves the right to withdraw its support of any activity if these declarations are not adhered to or if the organisation believes such a withdrawal to be appropriate for another reason.

Is there a particular project you would like your raised funds to be directed to? If so, please specify _____

Authorising Teacher's declaration:

I, _____ (full name) declare that

- The information I have given is true and correct.
- I have read the 'St Vincent de Paul Society School Fundraising Kit' and I fully understand it and agree to comply with it.
- In conducting the proposed fundraising activity, I will act professionally and respect and represent the values of the St Vincent de Paul Society.
- I will remit the funds raised and promotional materials borrowed to the St Vincent de Paul Society within 28 days of the proposed activity taking place.

Signed: _____ Date: _____

Office use only

Date of application receipt:

Received by:

Activity approved: Yes/No

Yes – date of 'letter of authority' sent:

No – notes:

Please return this form to:
St Vincent de Paul Society - Victoria
School Liaison Officer
Locked Bag 4800
Box Hill 3128

Or fax to: 03 9895 5884
Or email to: jacinta.mckinlay@svdp-vic.org.au



FUNDRAISER RESULTS SUMMARY FORM

School Name	
Event/activity	
Date of event/activity	
Authorising Teacher	
Contact number	
Total funds raised	
Money to be allocated to:	<i>Please tick one</i> <input type="checkbox"/> Local Conference Works <input type="checkbox"/> Society in general <input type="checkbox"/> Vinnies youth program <input type="checkbox"/> Other.....(please specify)
Material Goods collected: Note: For general use of St Vincent de Paul Society	<i>Please detail type and quantity</i>

**Thank you for your fundraising efforts for St Vincent de Paul Society.
Please send this form with the funds raised to:
Jacinta McKinlay, Locked Bag 4800, Box Hill, VIC 3128.**