

COMMUNITY FUNDRAISING GUIDE

Dear Supporter,

Welcome to the Islamic Relief Australia family!

Thank you for choosing to support and fundraise for Islamic Relief Australia. Fundraising for Islamic Relief Australia is a fun and rewarding way to help make a real difference to the lives of vulnerable people around the world. By fundraising for us, not only are you helping to provide life-changing aid and humanitarian support, but you are helping to raise awareness about the plight of some of the world's most vulnerable people.

This information toolkit contains everything you need to successfully fundraise as part of the Islamic Relief family. From planning and organising your fundraiser, right through to encouraging your family, friends and community to support you and make a donation – we've got you covered. We've also included some exciting ways you can fundraise.

Thank you for your commitment to helping those in need and transforming lives for the better. Your time, energy and efforts mean so much to so many.

Best wishes,

Walid Ali
Chief Executive Officer
Islamic Relief Australia

Together, we can achieve our goal to improve the lives of one million vulnerable people each year by 2022.

Guidelines before we begin:

- You must be at least 16 years old to participate. If you are under 18, you may need help from an adult in order to take part in fundraising activities.
- Decide on what type of fundraiser you'd like to organise and what cause you'd like to support.
- Thoroughly read through the guidelines to ensure you have a clear understanding of your rights and responsibilities as a fundraiser for Islamic Relief Australia.
- Once you have established what your fundraising idea is, you must complete the application and agreement forms and send them to us.
- You will then hear back from us as to whether your fundraising proposal has been approved or not. If your proposal has been approved, you will be sent an authority letter and will be able to begin fundraising.
- You must keep track of everything we ask you to, and send us your summary form and donor receipt form.
- We love to hear feedback, so please let us know how it went and how you found your experience.

Some fundraising ideas:

Get creative:

Do you love baking or making things?

Here's your chance to bake up a treat or show off your creative flair while helping vulnerable people around the world. You could hold a bake sale, or sell your sweet treats at a work morning tea.

If you're into arts and crafts, you could sketch drawings, paint or craft wood and sell your artwork at the local markets or online. Other things you could make and sell: handmade jewellery, soaps, candles, key rings, clothing etc.

Run workshops:

Is there something you're an expert at doing and want to share your skills and knowledge on, while helping those in need?

Then consider running a workshop on anything from cooking, making mosaics, jewellery and accessories, to making natural soaps, scrubs and skincare.

Host an event:

Organising a fundraising event can be a lot of fun and a great way to get your family, friends and community involved in your cause.

Think sausage sizzles, cinema fundraisers, morning teas, dinner parties, car boot sales, garage sales etc. – the options are endless.

Set yourself a challenge:

Whether it's a fun run, marathon or bike ride, do something that challenging that will attract support. It could even be giving up something you love, like chocolate or coffee!

Ask your friends to contribute to your fundraiser in recognition of your commitment to helping those in need.

School, office or business:

If you're still at school or working, chances are your school or workplace would be interested in your fundraiser for Islamic Relief Australia.

Maybe there's a school or work event you could join to help your fundraising efforts?

Or you could organise a special lunch, or movie night...it's up to you! Other ways your school, business or workplace could get involved:

- Ask for gold coin donations from peers, colleagues or customers
- Ask your company to match your donation
- Place your donation box at work, office or business
- Donate a working day
- Ask your organisation to donate products to sell

Some general tips:

- Check if you need a licence or permit i.e. for selling food, you will require a food handling certificate.
- Set achievable goals.
- Allow enough time for your target to grow.
- Choose a date and location that does not conflict with anything else on the same day.
- Make sure you budget – look at how much it will cost and how much you need to raise.
- Ask family and friends for support.
- Get support from your workplace.
- Plan everything – including products to sell, setting a venue for your event and organising catering.
- Ask local businesses for donations.
- Contact local schools and communities for support.

FUNDRAISING GUIDELINES

These guidelines have been developed to assist groups and individuals who are undertaking fundraising activities that benefit Islamic Relief's aid and development programs.

Please read these carefully before undertaking your fundraiser.

If accepted, these terms and conditions will form the basis of any dealings between Islamic Relief Australia and the Fundraiser in relation to the fundraiser/ event.

1. Please remember that Islamic Relief Australia (IRAUS) is not responsible for the fundraising activity/event that is being conducted.
2. The activity/event shall be conducted in the Fundraiser's name and all aspects of the activity are the sole responsibility of the Fundraiser.
3. IRAUS is unable to take a coordination role in all these activities and will not become involved in soliciting prizes; organising publicity or media; or providing goods or services to assist the Fundraiser in the operation of the activity/event.
4. The Fundraiser and their organised activity/event must meet the requirements of all relevant laws and regulations in their state or territory.
5. Any individual or organisation fundraising in Australia must, by law, have an 'authority to fundraise' unless they are exempted:
Subject to sections 5(2)(d) and 6 of the Fundraising Act 1998 (Vic)
When we have received a signed form and management has approved the activity, IRAUS will provide a letter of authority.
6. The Fundraiser is not authorised to use IRAUS as its beneficiary charity until they have received written approval.
7. IRAUS may give you permission to use its 'in support of' logo on promotional material, once that material has been approved by IRAUS.
8. Any printed material that carries IRAUS' 'in support of' logo must be pre-approved.
9. Each state and territory has different fundraising regulations and it is your responsibility to ensure you meet any obligations outlined in these regulations, including but not limited to organisational permits; licences; insurance or authorities to fundraise; where necessary.

For more information please visit: acnc.gov.au

10. The Fundraiser must send us any offline funds raised, along with a complete record of income and expenditure, supporting receipts and invoices within 28 days of the completion of the activity/event.

11. IRAUS is not liable to pay expenses incurred by you, however, you are permitted to deduct your necessary expenses from the proceeds of your event – provided they are properly documented using the summary form.
12. IRAUS is unable to reimburse event expenses from funds deposited via online fundraising platforms. All expenses incurred must therefore be managed by you.
13. It is incumbent that the total expenses of the activity/event are kept below 20 per cent of total proceeds.
14. IRAUS can provide official receipts for all donations. Tax-deductible receipts can only be issued to people donating \$2 or more. For a gift to be tax-deductible donors must not receive anything in return. Gifts that are not tax-deductible include but are not limited to raffle tickets, entry to events, auctions and the purchase of goods.
15. IRAUS' mission, brand and values are central to the organisational operations. Therefore, if funds are being raised for more than one organisation, IRAUS reserves the right to withdraw support and/or authority to fundraise if it is determined that the values of other organisations involved do not align with IRAUS' mission, brand and values.