



# Community Fundraising Guidelines

**Thank you for choosing Bayley House for your fundraising event.**

Your support helps us continue vital programs for adults with intellectual disability. These guidelines will assist you in planning your event and understanding your responsibilities.

Bayley House is a not-for-profit with limited resources and cannot help co-ordinate your event. All promotional materials must clearly state that the event is organised by you, with proceeds going to Bayley House.

## **Definitions**

**Fundraiser:** The person or organisation running the event (you!).

## **Getting Started**

Before promoting your fundraiser, email [fundraise@bayleyhouse.org.au](mailto:fundraise@bayleyhouse.org.au) for approval. You'll receive an 'Authority to Fundraise' letter once approved.

You're responsible for complying with all relevant laws, including permits, insurance, and licences. Events raising over \$20,000 in Victoria must be registered with Consumer Affairs: [www.consumer.vic.gov.au/clubs-and-not-for-profits/fundraisers](http://www.consumer.vic.gov.au/clubs-and-not-for-profits/fundraisers)

Please avoid public donation collections through door-to-door, street, phone, or on transport including public donations in public places without permission and necessary permits.

## **Responsibilities**

You are solely responsible for all aspects of the event: permits, safety, insurance, liability, finances, and promotion. Bayley House is not liable for any part of the event. All proceeds must be returned within 14 days of the event.

## **Media & Publicity**

Do not contact media without prior approval. If approached, consult Bayley House before responding.

### **Financial Planning**

Ensure your event raises more than it costs. This protects the value of your efforts and our organisation.

**Receipts**

Set up an online fundraising page so that supporters making donations \$2 and over, can be issued with a donation receipt. The Fundraising Team can help you out. Receipts cannot be issued where goods/services have been exchanged. If an online fundraising page is not used, you'll receive a letter of acknowledgement when funds are received.

**Bayley House name and logo**

The use of Bayley House's name or logo requires permission. Do not name your event as if it's hosted by Bayley House.

**Please use phrases like:**

Bake Sale, proudly supporting Bayley House. \$5 from every sale will go to Bayley House. All proceeds will be donated to Bayley House.

**Avoid:**

Bayley House Bake Sale  
Bayley House Fundraiser

If you have any questions,  
please don't hesitate to contact  
[fundraise@bayleyhouse.org.au](mailto:fundraise@bayleyhouse.org.au)

Thank you again for raising funds to support  
Bayley House participants.