



**Oasis**  
youth support network

## COMMUNITY FUNDRAISING GUIDELINES & REGISTRATION FORM

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THE SALVATION ARMY | [SALVOS.ORG.AU/OASIS](http://SALVOS.ORG.AU/OASIS)





## ESSENTIAL INFORMATION FOR COMMUNITY FUNDRAISERS

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## **BEFORE YOU START**

We would like to take this opportunity to thank you for choosing to raise funds for The Salvation Army's Oasis Youth Support Network (Oasis). Without the support of our community and your belief in our young people, we simply could not continue to meet the need that exists in Sydney's inner city.

Homelessness affects over 44,000 young people in Australia and Oasis is on the front line 24 hours a day, 365 days a year helping marginalised youth find a positive path forward.

Before you start it is important to decide what type of fundraising activity you would like to organise and why.

### **Need some inspiration?**

**Visit our fundraising page on our website at [Salvos.org.au/oasis](http://salvos.org.au/oasis)**

We encourage you to take the time to read through this document to ensure that you have completely understood your responsibilities as an organiser/fundraiser, the appropriate use of the Oasis brand (name and logo), legal and financial obligations, as well as the ethos of The Salvation Army and Oasis.

Please ensure that you have registered either online at <http://salvos.org.au/oasis/> or completed and returned the Community Fundraising Registration Form on page 9 of this document. The completion of this form is the first step in gaining approval of your fundraising activity.

Please email or post the Community Fundraising Registration Form to the Oasis Communications and Fundraising team.

Email: [oasisysn@ae.salvationarmy.org](mailto:oasisysn@ae.salvationarmy.org)

Post: Communications and Fundraising Manager  
Oasis Youth Support Network  
PO Box 600  
Darlinghurst, NSW 1300

Oasis will send you a Letter of Authority to confirm that we have received and approved your fundraising activity.

Once you have completed your fundraising activity for Oasis, please forward all money raised from your previous event to us within 28 days along with the Fundraiser Results Summary Page (available for download on our website).

And finally, don't forget to thank those people who supported your event on behalf of Oasis. Go to our fundraising page on our website to download a Supporter Thank you template or Certificate of Appreciation template.

**Thank you again and Goodluck!**



## **FUNDRAISING FOR OASIS YOUTH SUPPORT NETWORK**

These guidelines have been developed to assist any person, group or organisation (Organiser) who intends to run a fundraising event on behalf of Oasis. An Organiser must agree to these terms and conditions by signing and returning the Community Fundraising Registration Form and await approval from Oasis to proceed. The “Organiser” means the individual, group or organisation hosting the fundraising activity on behalf of Oasis.

## **AUTHORISATION**

The Salvation Army’s Oasis Youth Support Network (Oasis) is legally required to approve and authorise all volunteer fundraising activities conducted by any person, organisation or group intending to raise money for the work of our organisation.

Approval will be granted to the Organiser at such time that:

- The Organiser has read the Community Fundraising Terms outlined in this document
- Oasis has received a written and signed Community Fundraising Registration Form
- Oasis is satisfied that the planned activity fits in with the aims and values of Oasis
- Complies with these guidelines and is considered low risk; and
- The fundraising event will produce a reasonable return after expenses have been deducted

Once the authority to fundraise has been issued, these guidelines will form the basis of the terms and conditions of the fundraising activity. At such time, the Organiser will receive:

- A letter of authority
- Fundraiser Results Summary page

Any person, group or organisation involved in a fundraising activity that does not hold an authority to fundraise may find themselves in breach of legislation relating to charitable fundraising.

Permission to fundraise will be issued for a period of up to 12 months (unless otherwise specified by Oasis to the Organiser).

## **FINANCIAL RESPONSIBILITY**

Any expenses incurred in relation to the fundraising activity must be properly reviewed and approved by Oasis prior to the Organiser committing those funds. The Organiser is not permitted to incur any unauthorised expenditure in the name of Oasis.

Oasis is unable to pay expenses incurred by the Organiser, but you can deduct expenses necessary to conduct the fundraising event from the proceeds of your event, provided they are properly documented on the Fundraiser Results Summary page.

The Organiser must take all responsible steps to ensure that their “out-of-pocket” expenses in conducting the fundraising activity do not exceed a fair and reasonable proportion of the gross proceeds raised. (30% of the total should be used as a guide)



Any GST associated with the cost of fundraising is the responsibility of the Organiser.

The Organiser holds all proceeds raised from the fundraising activity on behalf of Oasis and must ensure that the proceeds of the fundraising activity, the official authorisation letter, and a statement of income and expenditure together with copies of receipts for all expenditure are sent to Oasis within 28 days of the conclusion of the activity.

Funds raised for donation to Oasis cannot be used to make another donation to another organisation.

## **TAX DEDUCTIBILITY AND RECEIPTS**

It is not possible for Oasis to issue receipts for donations made at fundraising events or activities conducted by the Organiser.

However, upon receipt of the total fundraising amount a non-tax deductible receipt can be issued to the Organiser.

If someone attending a fundraising event or activity would like to make a tax deductible donation to Oasis Youth Support Network they should be directed to call on 02 9331 2266 or email [oasisysn@ae.salvationarmy.org](mailto:oasisysn@ae.salvationarmy.org)

## **LIABILITY**

The Organiser is solely responsible for the conduct of the fundraising activity. Oasis is not responsible for the fundraising activity and will bear no responsibility or liability that is in any way connected with the fundraising activity.

You release Oasis to the fullest extent permissible under law for all claims and demands of any kind associated with the fundraising activity and you indemnify Oasis against all claims, liabilities, costs and expenses that may arise in connection with any damage, loss or injury occurring to any person that is in any way connected with the fundraising activity.

## **ORGANISING THE FUNDRAISING EVENT OR ACTIVITY**

The activity will be run in the name of the Organiser listed on the Community Fundraising Registration Form and will be solely responsible for the activity. The Organiser, not Oasis, will be responsible for the co-ordination and management of the event, finances, prizes, media and goods/services required to run the activity. However, where ever possible, support and advice will be offered to the Organiser.

The Organiser must also make clear in all dealings with the public, sponsors and supporters that they are not employed by The Salvation Army, nor are they acting in any other representative capacity.

Please ensure that you keep Oasis up to date with the event or activity as it is developed.

## **USE OF THE OASIS NAME AND LOGO**

The Oasis logo is available upon request, but any placement of the Oasis logo (by the Organiser or supporting commercial organisations) must be approved by Oasis.



- The Organiser must refer to Oasis as The Salvation Army’s Oasis Youth Support Network in the first instance of any written or verbal communications. Once the relationship between The Salvation Army and Oasis has been established, the Organiser is then permitted to use variations of this name. This can include “Oasis Youth Support Network”, “OasisYSN” or “Oasis”.
- Any use of Oasis’ name and logo must be approved. If permission for name and logo is granted, special conditions negotiated between Oasis and the Organiser may apply, especially if the use of the logo is for marketing activities of the organisation, and a minimum donation amount may need to be agreed.
- Suggested wording to acknowledge the relationship between the fundraising activity and Oasis includes:
  - “Proudly supporting The Salvation Army’s Oasis Youth Support Network”; or
  - “Proceeds go to The Salvation Army’s Oasis Youth Support Network”; or
  - “Proceeds help support Oasis Crisis Accommodation Services”
- As the fundraising activity is an event to raise funds for donation to Oasis, but not an Oasis run event, it is you do not imply this through your communications. Please avoid statements such as:
  - “The Salvation Army’s Oasis Youth Support Network Cake Stall”; or
  - “Oasis Walkathon”

Please note that the official spelling of The Salvation Army incorporates a capital “T” for “The Salvation Army”.

## **PROMOTIONAL MATERIALS AND RESOURCES**

Any promotional materials, advertisements and/or communications to be used in connection with a fundraising activity must be submitted to Oasis for approval before they are published or used. Please allow 14 days for approval of this material.

All promotional materials, advertisements and/or communications connected with the fundraising activity must state how proceeds from the activity are to benefit Oasis; e.g “all proceeds from this event go towards The Salvation Army’s Oasis Youth Support Network” or “all proceeds from the auction go towards The Salvation Army’s Oasis Youth Support Network”.

Any promotional material that does not include a statement of this nature will not be approved by Oasis.

## **MEDIA AND PUBLIC RELATIONS**

Organisers are not permitted to distribute any media materials and/or press releases without the prior approval of Oasis. Oasis will endeavour to provide approval within 14 days of receiving the draft release. Due to limited resources, Oasis’ internal media and public relations staff will not write media releases or promotional material on behalf of the Organiser.

After the conclusion of a fundraising activity, Oasis may contact the Organiser and request information and images from the activity to be used in our newsletters, social media channels or our website.



If speaking to a journalist or media outlet about your event, you must indicate that you do not represent The Salvation Army or Oasis.

### **REPRESENTATIVE FROM THE SALVATION ARMY**

Oasis Youth Support Network is The Salvation Army's response to youth homelessness in Sydney's inner city. The Director and Assistant Director of Oasis are Officers of The Salvation Army. Whenever possible, Oasis will endeavour to send a representative of The Salvation Army to attend fundraising activities and events in order to thank the Organiser(s) and to meet the participants and attendees.

If the Director or Assistant Director of Oasis is unable to attend, Oasis will make every effort to send an alternative representative from the organisation in their place. Please contact us at least six weeks before your fundraising activity if you would like to invite a representative of Oasis to be involved in your event.

### **HEALTH AND WELLBEING**

As a Christian organisation we believe it is our responsibility to care for the wellbeing of others and the environment. For this reason, we do not endorse fundraising activities which promote harmful activities, including but not limited to:

- The excessive consumption of alcohol
- The use of illicit drugs
- Gambling
- Smoking and tobacco
- Nudity or sexual imagery
- Violence
- Cruelty to animals
- Harm to the environment

A key part of the work we do at Oasis involves supporting young people caught in the devastating cycle of addiction and are mindful of how we promote our brand through fundraising activities within the community.

### **ADDITIONAL OBLIGATIONS OF THE ORGANISER**

In addition to the Organiser's other obligations contained in these terms, the Organiser must:

- Comply with all applicable laws (including, without limitation, laws relating to charitable collections and the care and protection of children and young people);
- Obtain all permits, licences, authorities or approvals required in order to run the fundraising activity;
- Conduct the fundraising activity in a safe, responsible and professional manner;
- Conduct the fundraising activity in a manner that upholds the integrity and values of Oasis
- Not conduct any street, door-to-door or telephone collections as part of the fundraising activity;
- Use reasonable endeavours to ensure that its expenses incurred in the conduct of the fundraising activity do not exceed 30% of the gross proceeds raised from the activity
- Remit all funds raised to Oasis within 28 days of the conclusion of the fundraising activity; and;
- Obtain all relevant insurances (including public liability insurance) prior to the commencement of the fundraising activity.



### **TERMINATION OF FUNDRAISING AUTHORITY**

Oasis may terminate our support and authorisation of your fundraising activity at any time if, in Oasis' opinion, the Organiser does not, or will not be able to, satisfy any or all of its obligations under these terms.

### **SENDING FUNDS TO OASIS**

Once you have completed your event or fundraising activity and have paid all of your expenses and collected donations, it is important that you forward the proceeds to Oasis within 28 days.

Options to process payment includes:

Deposit at your local branch or via electronic transfer direct to Oasis\*:

Account Name: Westpac Bank:The Salvation Army Imprest Account

BSB: 032 019

Account Number: 134 232

Please ensure that you keep hold of your deposit receipt or e-receipt and attached it to your Fundraiser Results Summary.

Or sent via email to: [oasisysn@ae.salvationarmy.org](mailto:oasisysn@ae.salvationarmy.org)

\*This is only applicable for donations under \$10,000

If there value is over \$10,000, please contact the Communications team at Oasis on 02 9331 2266 or at [oasisysn@ae.salvationarmy.org](mailto:oasisysn@ae.salvationarmy.org) to organise an alternative solution.

Cheque or Money Order

Please address a cheque or money order out to 'Oasis Youth Support Network Sydney' and attach the Fundraiser Results Summary and send to the address below.

*Communications and Fundraising Manager*

*Oasis Youth Support Network, Sydney*

*PO Box 600*

*Darlinghurst NSW 1300*

We do encourage you to contact us at [oasisysn@ae.salvationarmy.org](mailto:oasisysn@ae.salvationarmy.org) if you have any other queries that have not been addressed on the website.

### **FURTHER INFORMATION ABOUT CHARITABLE FUNDRAISING**

Further information about conducting fundraising activities can be found at:

NSW

Department of Gaming and Racing

Office of Charities

[www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

Ph: 02 9995 0066



**FUNDRAISING REGISTRATION FORM**

BEFORE YOU START ORGANISING YOUR FUNDRAISING ACTIVITY, YOU NEED TO COMPLETE & RETURN THIS COMMUNITY FUNDRAISING ACTIVITY REGISTRATION FORM TO THE SALVATION ARMY'S OASIS YOUTH SUPPORT NETWORK TO OBTAIN OUR GO-AHEAD TO PROCEED.

WE WILL THEN ISSUE YOU A LETTER OF AUTHORITY TO SHOW THAT YOUR ACTIVITY HAS BEEN AUTHORISED BY THE OASIS YOUTH SUPPORT NETWORK, SYDNEY.

**ORGANISER CONTACT DETAILS**

FULL) NAME OF ORGANISER.....TITLE: MR/MRS/MS  
 NAME OF COMMUNITY GROUP REPRESENTED (IF ANY).....  
 ADDRESS: .....  
 .....SUBURB:.....STATE.....  
 POST CODE:.....CONTACT PHONE:.....  
 MOBILE:.....EMAIL:.....  
 DO YOU HAVE ANY CURRENT OR PREVIOUS CRIMINAL CONVICTIONS? YES/NO  
 IF YES, PLEASE PROVIDE FURTHER DETAILS: .....

**DETAILS OF PROPOSED FUNDRAISING ACTIVITY**

PROPOSED NAME OF FUNDRAISING ACTIVITY: .....  
 BRIEF DESCRIPTION OF THE FUNDRAISING ACTIVITY: .....  
 .....  
 PROPOSED DATE/S OF ACTIVITY: .....  
 VENUE ADDRESS: .....  
 .....  
 HOW WILL FUNDS BE RAISED FROM THIS ACTIVITY?.....  
 .....  
 WHAT PROPORTION OF FUNDS RAISED DO YOU EXPECT TO BE DONATED TO OASIS YOUTH SUPPORT NETWORK? .....  
 WILL ANY OTHER CHARITIES/NOT FOR PROFIT ORGANISATIONS ALSO BENEFIT FROM THIS FUNDRAISING ACTIVITY? YES/NO  
 IF SO, PLEASE LIST.....  
 WHY DID YOU CHOOSE TO RAISE FUNDS FOR OASIS YOUTH SUPPORT NETWORK?.....

WE WOULD LIKE FUNDS RAISED FROM THIS EVENT TO BE DIRECTED TO:

- TO BE USED WHERE IT IS NEEDED MOST AT OASIS YOUTH SUPPORT NETWORK
- A SPECIFIC OASIS PROGRAM, PLEASE LIST HERE: .....

**EVENT BUDGET\***

TOTAL ESTIMATED INCOME THAT WILL BE GENERATED: \$.....  
 TOTAL ESTIMATED COSTS: \$.....  
 DETAILS OF EXPENDITURE ANTICIPATED (IE EQUIPMENT HIRE, ADVERTISING) .....



ESTIMATED NET REVENUE TO BE DONATED TO OASIS YOUTH SUPPORT NETWORK: \$.....  
OTHER COMMENTS: .....

**AUTHORISATION**

I,.....; (ORGANISER'S FULL NAME) HAVE READ, FULLY UNDERSTOOD AND AGREE TO COMPLY WITH THE COMMUNITY FUNDRAISING TERMS. I CONFIRM THAT I AM AUTHORISED TO SIGN THIS DOCUMENT AND THAT, TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

YOUR SIGNATURE: ..... DATE: .....

FOR AN ORGANISER WHO IS UNDER THE AGE OF 18, PLEASE HAVE A PARENT, GUARDIAN OR TEACHER COMPLETE THE BELOW:

NAME: ..... SIGNATURE: .....  
DATE: ..... RELATIONSHIP TO ORGANISER: .....  
CONTACT NUMBER (DAYTIME): .....

NOTE\*: PLEASE ESTIMATE YOUR EVENT COSTS AND INCOME AND ENSURE THAT ANY EXPENSES INCURRED ARE REIMBURSED TO YOU DIRECTLY FROM THE TOTALREVENUE GENERATED. THESE MUST BE FULLY DOCUMENTED VIA RECEIPTS AND BE FAIR AND REASONABLE. TOTAL EXPENSES SHOULD BE LESS THAN30% OF THE TOTAL INCOME RAISED.

**THANK YOU FOR COMPLETING THE COMMUNITY FUNDRAISING REGISTRATION FORM**

PLEASE RETURN COMPLETED FORM TO:  
COMMUNICATIONS AND FUNDRAISING MANAGER  
OASIS YOUTH SUPPORT NETWORK  
PO BOX 600  
DARLINGHURST, NSW 1300  
OR SEND VIA EMAIL TO OASISYSN@AUE.SALVATIONARMY.ORG

YOUR PRIVACY IS OUR PRIORITY. WE WILL TREAT YOUR PERSONAL INFORMATION IN ACCORDANCE WITH THE PRIVACY ACT AND OUR PUBLISHED PRIVACY POLICY.

**INTERNAL USE ONLY**

DATE APPLICATION FORM RECEIVED:.....  
APPROVAL DATE: .....  
APPROVED BY: .....  
NAME:.....  
DATE:.....  
SIGNATURE:.....

FUNDRAISING ID NUMBER .....