

COMMUNITY FUNDRAISING

GUIDELINE 2023



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We're here to help

Planning your fundraising event is an exciting time! To ensure you're prepared and to make this a success, we're here to help.

We can provide:

- This Community Fundraising Guideline with information to help you
- A Letter of Authority to Fundraise
- Authorisation for logo use on approved marketing and communications
- Resources (e.g. Giving cards, brochures) to help you collect your donations
- A certificate of thanks at the end of your event


Unfortunately, we cannot provide:

- Funds or reimbursements for any expenses incurred
- Insurance coverage
- Guaranteed marketing of your event through our communications channels
- Staff to run the event or activity
- Contact lists for you to use to promote your event
- Applications, permits or licenses; this is your responsibility
- Prizes, auction, or raffle items




Your responsibilities as an organiser

- Your fundraising activity is undertaken by you on your behalf and at your own risk.
- As the fundraising organiser, you need to be at least 18 years of age and you are solely responsible for managing the fundraiser in an appropriate and responsible way.
- You must ensure that you obtain any permits, authorities, or licences needed. For example, events held in public space may require a permit from a local council. For more information, please visit the [ACNC Fundraising Hub](#) to ensure you are familiar with the requirements of the legislation in your state or territory in Australia.
- You must ensure the safety of the fundraiser, by organising appropriate public liability insurance and providing first aid services if required (e.g. for larger events).
- As the organiser, you will hold all funds raised from the public on behalf of Symbiosis International in a secure place until the fundraiser is completed.
- Neither you nor other fundraisers involved in the event are permitted to use door-to-door street collections or solicit telephone donations. You are not permitted to run activities which encourage gambling.
- You must inform us of any prior or current criminal convictions so that they can be taken into account when agreeing to your suitability as an organiser.
- As organiser, you agree to release Symbiosis International to the fullest extent permissible under law for all claims and demands of any kind associated with the event. The organiser must also indemnify Symbiosis International for all liability costs which 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.
- As a fundraiser, you are not employed by Symbiosis International, nor are you acting in any other representative capacity of Symbiosis International.
- The event should only proceed once the Community Fundraising Application Form is submitted and approval is given by an "Authority to Fundraise" letter issued to you by Symbiosis International.



We reserve the right to terminate our support for the fundraising event at any time if the organiser fails to meet the above responsibilities or relevant state law. This document does not constitute legal advice. If you have queries about your fundraising obligations, please obtain professional assistance.



Our Name and Logo

The name of our organisation is more than a brand or a stamp. Our name represents the vision, mission, and values behind why and how we do, what we do. Therefore, you can probably understand we're careful about how our name and logo is used by people outside of our staff team.

We are more than happy to provide you with a Symbiosis Logo at your request, following being issued an "Authority to Fundraise" letter. However, if you choose to use the logo on promotional material you must adhere to any usage guidelines provided and obtain our approval prior to uploading or printing such materials.

When you talk about the organisation, refer to us as Symbiosis International or Symbiosis.

All fundraising or events must be conducted in the organisers name. The organiser must clearly state that the fundraising is **in support of Symbiosis International** (i.e. it cannot be referred to as a "Symbiosis event").

Our logo cannot be used to manufacture, sell, or license any goods bearing the name or logo of Symbiosis International.

What we do

Sometimes it's hard to know what to say but it is really important that the work of Symbiosis International is reflected accurately. So, here's a short paragraph to help explain who we are and what we do.

Symbiosis International works to transform the lives of Bangladesh's poorest people through education, health, and economic development. Our vision as an International Development organisation is to see lives free of dependency and exploitation.

Symbiosis works within communities with those who are illiterate and landless, mainly women in rural areas, and other disadvantaged groups such as ethnic minorities and people with disabilities.

Our work focuses on the following areas:

- *Symbiosis Groups*
- *Training and Education*
- *Health and Disability services*

Our organisation was started by two friends; One Australian and One Bangladeshi who realised by working together there was so much possibility to do good. Our projects are supported by committed staff who walk alongside people as they learn, save, and grow out of a life of poverty. Our focus is on sustainability, achieving long-term change which allows people to live with dignity and discover their capabilities. For more information visit: symbiosis.org.au

Preparing a budget and finances

A fundraising activity should have a budget, particularly if it is a large-scale event. As a fundraiser it is your responsibility to keep accurate records of income and expenditure of your activity.

Take all reasonable steps to minimise your expenses, ensuring they do not exceed a fair and reasonable proportion of the money obtained from the event. You may deduct any essential costs of organising the Fundraising Event, as long as they are documented with receipts, and are fair and reasonable. Expenses should not exceed 30-40% of the expected gross proceeds. There are numerous budget templates online which can help you.

If costs need to be deducted from gross proceeds, a reconciliation must be submitted with deposited net funds reconciling gross proceeds, expenses and the net amount deposited.

An income and expenditure template is provided on pages 10 -11 of this guideline to help you.

- Set a target – be realistic but don't underestimate what you can do. The right target can incentivise incredibly generous giving.
- Identify your expenses - Key expenses that are expected to be deducted should be identified in the application form.
- Consider a contingency plan - Are there any financial risks to running your activity?
- Be transparent – fundraising activities cost money. Make sure you're open about your costs and the percentage of proceeds which will be donated to Symbiosis International.

Collecting Donations

Please deposit the proceeds of your fundraising activity to us within five (5) working days of the conclusion of the event. Bank account details will be provided with the authority to fundraise.

Our preference is that donations for fundraising activities are collected online. It means you aren't left to manage a large amount of cash and it also makes receipting a more efficient process for everyone. Subject to availability and location, a Square terminal may be made available.

To collect donations online **our preferred platform is Grassrootz**. Symbiosis is a registered charity with Grassrootz which makes setting up a fundraising page a quick and easy process. We're also a charity of choice for some upcoming sporting events across Australia. Sign-up to our newsletter via [our website](#) to see which ones you can get involved with and do good at the same time.

Symbiosis International is also registered for **giving tools on Facebook** where you can create a fundraiser and target and share amongst all your friends. If you have questions about online fundraising pages please contact communications@symbiosis-int.org. If you need to collect cash donations, please email officebne@symbiosis-int.org to discuss depositing the proceeds into our bank account.

Receipts

Any donations of \$2 or more are tax deductible, therefore we can issue individual receipts for these. Online donations made via Grassrootz or Facebook will automatically deliver receipts.

Offline/Cash/Eftpos Donations:

Please take note of any supporters that require tax receipts, record their information and pass these details on to us. If you require receipts for 10 or more individuals, please send an electronic version of your register. Name, amount, contact number and email. If you are using Grassrootz or Facebook to fundraise online, receipts will be automatically provided.

Please note that Tax-Deductible Receipts cannot be issued for donations made to a raffle, auction, ticket, or to someone who provides a good or service.

In Kind Goods and Services

Fundraising activities are a team effort and often bring out a great deal of generosity and engagement. Please report to us the value of any donated goods and services. This is important for our financial records but most importantly so we can say thank you.

Health and Safety

Fundraising activities should be fun. Everyone will have a safe and enjoyable time if you have appropriately managed the health and safety of your activity. You may need to:

- Conduct a risk assessment
- Choose your location wisely: identify and remove hazards to reduce the risk of injury
- Consider if you need first aid assistance, engage qualified and reputable services
- Food based activities should follow all relevant food hygiene laws from local councils
- Follow the guidelines of any permits and licenses you need to acquire to run your activity



Ideas to get you started

Go for it: Host a Bake Sale, Breakfast, Ball or Trivia Night.

Go Local: Have a Garage Sale, Car Wash or BBQ at your local Bunnings

Get Loud: Busk on a street corner, at the markets or music hall

Get Active: Make us your charity of choice when organising a fun run, ride, swim or walk

Get Together: Host a Curry Night at home or a trivia night with friends

Get Creative: Use your artistic talent for good

Give Back: Got all you need? Invite friends to donate for a Birthday or Milestone

Go BIG: Bring people together for an idea bigger than what we've got!

These are just ideas that help you to think about how to fundraise for us. Your application may include an idea not listed here. When choosing what you'd like to do, think about the culture and norms in Bangladesh (i.e. a dry country) and consider if the activity aligns with your fundraising goal, resources, skills, and capacity.



Where does your money go?

Symbiosis International projects use an integrated community development model, at the centre of our work are Symbiosis groups and this is where you as a fundraiser can make the most difference. However, as you can see below there are many other ways we work with people to overcome poverty.

No matter your goal or outcome, thank you for fundraising for us.

\$15

provides eye health checks for ten children

\$50

Plants ten new tree saplings

\$120

provides a new sanitary latrine for a family

\$50

starts a new Symbiosis Group

\$75

provides one functional education course

\$250

provides ante natal and peri natal checks for 50 x pregnant women

\$100,000

provides with the opportunity to invest in the work of our organisation in new ways.

\$625

provides income generation training for 30x people

\$1000

Funds important survey work for new and existing projects.

\$3,000

pays for an eye camp where 25x people receive cataract surgery

\$6,250

funds a field worker for a year

\$12,000

Covers all cost for a FIVDB course for 10x Symbiosis groups

\$50,000

Funds an entire program for one year.

Income and Expenditure Form

It's important when running a fundraising event or initiative that you keep a detailed record of your income and expenditure. This template will help you set a budget report expenses and income your event generates. For more information, please visit the [Australian Charities and Not for Profit Commission Fundraising Hub](#).

Fundraiser Date:

Fundraiser Name:

Fundraiser type:

Did you receive an authority to fundraise letter from Symbiosis International? Yes No (if no, please contact us)

Fundraiser Donations

Income	Amount
<i>e.g. cash donations</i>	<i>e.g. \$300</i>
	\$
	\$
	\$
	\$
	\$
Total Income	\$

Fundraiser Expenses

Expense	Amount
<i>e.g. Printing costs</i>	<i>e.g. \$ 80.00</i>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
TOTAL INCOME LESS EXPENSES	\$

Reminder: It is your responsibility as a fundraiser to maintain accurate records of Income and Expenditure from your fundraising activity. Symbiosis International does not provide funds or reimbursements for the cost of your fundraising activities but certain expenses (as per fundraising laws) can be deducted from your final fundraising total. This form should be completed and submitted to Symbiosis International when submitting the final proceeds of your fundraising activity. Please see page 6 of Community Fundraising Guideline for more detail or contact us officebne@symbiosis-int.org



symbiosis
working together for good

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