



**Thanks for
your support**



**CFA 2010
FUNDRAISING KIT**

Thank you for enquiring about helping to raise funds for CFA.

During these exceptional times the most effective way for individuals to support CFA is by donating directly through our bank account.

NAME OF ACCOUNT: Country Fire Authority Public Fund
BANK: Commonwealth Bank of Australia
BRANCH: Forest Hill - 23 Mahoneys Road, Forest Hill VIC 3131
BSB: 063 225
ACCOUNT: 1022 2326

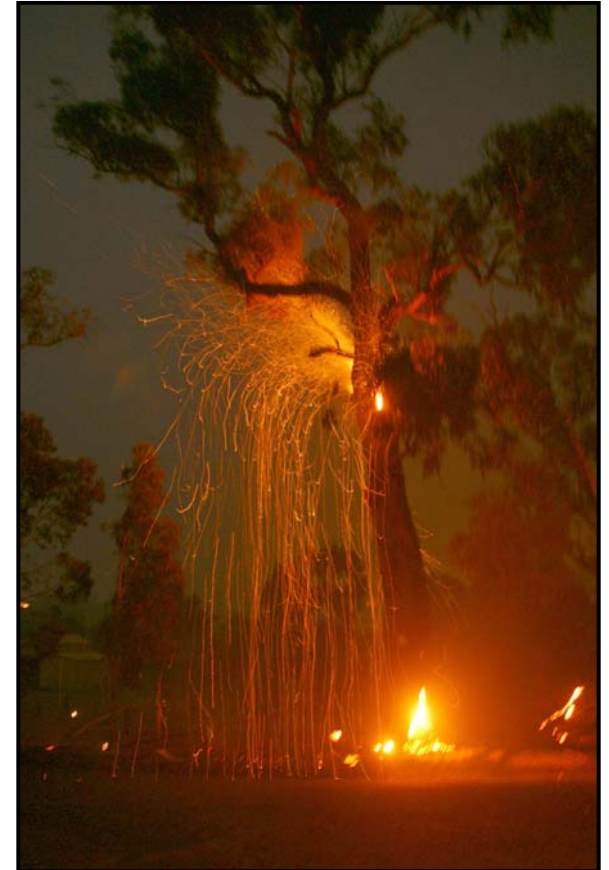
To request a receipt please email your name, address, date of deposit and amount to:
cfapromotions@cfa.vic.gov.au

Alternatively cheques and money orders can also be sent to:
CFA Donations
PO Box 701
Mount Waverley VIC 3149

If you wish to carry out a community fundraising activity to raise funds for CFA, the following information should be used as a guide.

CFA's Fundraising Kit details your responsibilities in organising a fundraiser for CFA. It will assist you not only in raising funds but also in meeting government requirements and ensuring that any risks to either you or CFA are minimised.

To support recovery or affected communities please visit the Department of Human Services website www.dhs.vic.gov.au



About CFA

CFA is one of the world's largest volunteer-based emergency management organisations. The team comprises more than 59,000 volunteers, supported by over 400 career fire fighters and officers and more than 700 career support and administrative staff.

Situated in Victoria, CFA covers an area of more than 150,182 square kilometres of land covering 2.5 million people. This area includes more than 980,000 homes, and covers all of rural and regional Victoria, including provincial cities and towns (except State forests and National Parks).

The area also includes more than one million residents in outer Melbourne suburbs such as Frankston and Dandenong, and key growth suburbs such as Cranbourne, Melton and Werribee.

CFA brigades respond to a range of different incidents and CFA broader activities include community education and fire investigation.

The ties between CFA, state government, local government, industry and brigades are essential to the successful operation of CFA. As a community service organisation, CFA brigades are strongly supported by their local communities in responding to meet Victoria's fire safety and emergency management needs.

For more information about CFA visit www.cfa.vic.gov.au



Terms and Conditions

Use of the letters CFA, logo and emblem

You need to be aware that CFA has guidelines around how you can use our name in promoting your event. These guidelines protect both of us.

Use of the letters CFA, emblem or logo is strictly controlled by Australian and international law. Fundraising organisations are not permitted to use these on any communications or materials produced for your fundraiser.

Our letters and logo cannot be used as part of your event's name as this would indicate incorrectly that the event is an official CFA event. Instead, you are able to say that funds raised are to be donated to CFA. The examples below clarify how you can do this.

Acceptable

- Proudly supporting CFA
- Art Auction, with net proceeds to CFA
- 50% of the proceeds from this event will go to CFA.

Not Acceptable

- CFA Art Auction
- CFA Walkathon.

Your communications must also clearly state the percentage or amount of funds raised that will go to CFA.

Under no circumstances are organisers allowed to manufacture, sell or licence any goods bearing CFA's name, emblem or logo (called unofficial merchandise).

Please ensure that you do not use our name in any way that would reduce respect for our brand or to guarantee the quality of your fundraising activity. It is important that the community is clear about both your and CFA's involvement in your fundraiser.

You must be approved to fundraise on CFA's behalf



Terms and Conditions

Your responsibilities as a fundraiser

Any person, organisation or group (referred to below as the “organiser”) who decides to fundraise for CFA must accept the following responsibilities:

- 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.
- For fundraising in the State of Victoria, the organiser must comply with all obligations imposed on it by the Fundraising Act 1998 and associated Regulations. For fundraising in other States or Territories of Australia, organisers must comply with the respective laws of that State or Territory. All necessary permits, licences, authorities to fundraise, or insurance must be secured by the organiser of the fundraising activity.
- The organiser is responsible for ensuring the safety of the event, including organising appropriate public liability insurance and providing first aid services if required.
- Organisers must request approval for the use of CFA’s name on any communications and cannot under any circumstances use our logo or emblem.
- The organiser holds all funds raised from the public on behalf of CFA until the fundraiser is completed . Funds must be kept in a secure place, full records of income must be made and these must be sent to CFA within **28 days** of the event taking place.
- Children under the age of 16 years must be accompanied by an adult when collecting donations and money.
- The organiser needs to inform CFA of any prior or current criminal convictions. Although these will not necessarily stop you from being able to support CFA, they will be taken into account in agreeing to your suitability as an organiser.
- The organiser agrees to release CFA to the fullest extent permissible under law for all claims and demands of any kind associated with the event. This will indemnify CFA 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.
- If you are fundraising more than \$10,000 and/or have employed staff involved in your fundraiser you need Government approval.
- If you are selling food The Food Act 1984 (VIC) and food safety handling requirements must be complied with.
- CFA reserves the right to terminate our support for the fundraising activity or event at any time if it appears that there is a likelihood of the organiser failing to meet any of the above responsibilities.



We ask that no door-to-door, street or telephone approaches be made to the general public for donations.



Terms and Conditions

Money Management

It is your responsibility as the organiser to ensure appropriate financial management of your fundraising event and here are some guidelines to help you.

Collecting funds

- You are only to collect funds in the form of cash, cheques or money/postal orders (made payable to CFA).

Your costs

- Any expense incurred by you in fundraising for CFA will not be reimbursed by CFA.

Donor receipts

- If any donors request a receipt (only donations of \$2 or more are tax-deductible), complete the Donor Receipt Form in this Kit and send it back to CFA at the end of your fundraiser. We will then organise and send receipts to each donor.
- Please note that the Australian Taxation Office has ruled that donations are not tax-deductible if a person receives goods or services in return for money given (i.e. the purchase of any services or items, raffle, auction or competition tickets or event entry tickets etc). For further information visit the Australian Taxation Office website.

Sending your funds to CFA

- Once your event is over, complete and return the Fundraiser Results Summary form in this Kit along with the funds raised (and a completed Donor Receipt Form if any receipts are required).
- CFA must receive these documents within 28 days of your fundraising event or activity taking place.
- We would prefer you to send a cheque for the total amount raised, along with forms B and C as applicable to
CFA Fundraising Donations
PO Box 701
Mount Waverley VIC 3149
- CFA takes no responsibility for and will not 'refund' currency posted to CFA by mail.
- CFA will then send you an acknowledgement letter to show that the funds have been received and thank you for your efforts.



Ref: Internal use only

Form A
 CFA Fundraising Activity Registration

Before you organise your fundraising activity, please return this Registration Form to CFA. If your activity is suitable, we will then issue a letter of authority to show that your activity has been approved.

Fundraising Organiser Contact Details

(Full) Name of Organiser:

Title: Mr/Mrs/Ms

Name of community group represented (if any):

Relationship to community group represented:

Organiser's Street Address:

Suburb:

State..... Postcode:

Contact no. (daytime):

Mobile:

Email:

Details of Proposed Fundraising Activity or Event

Proposed name of activity:

Brief description of fundraising activity:

Proposed date of activity or timeframe:

Venue to be used:

Venue address:

How will funds be raised from this activity? (e.g. sausage sizzle, entry fee)

Total estimated expected income: \$.....

***This form may be scanned and emailed to**
cfapromotions@cfa.vic.gov.au



Ref:
Internal use only

Form A

Fundraising Activity Registration Continued

Before you organise your fundraising activity, please return this Registration Form to CFA. If your activity is suitable, we will then issue a letter of authority to show that your activity has been approved.

Support required from CFA

Authorisation

I, (event organiser's full name) have read, fully understand and agree to comply with the terms and conditions of community fundraising for CFA as outlined in the CFA Fundraising Kit. I agree to act in a professional manner when conducting the fundraising activity and to uphold the integrity and community values of CFA. I also accept my obligation to remit the funds raised to CFA within 28 days of the event or activity concluding.

Disclaimer: I acknowledge that CFA reserves the right to withdraw its support for the fundraising activity or event at any time if it appears that there is a likelihood of me failing to adhere to any of CFA's responsibilities.

CFA acknowledges my privacy rights, and confirms that details in this application are confidential, will not be disclosed to any other organisation and will not be used for any purpose other than registering for fundraising.

*This form may be scanned and emailed to cfapromotions@cfa.vic.gov.au

Please note if you are under 18 years of age please have a parent, guardian or teacher sign this form on your behalf.

Your Signature:Date:

If signed by a person other than the organiser, please provide your name: Relationship to organiser:

Contact phone:

Other information not provided already that you would like to include:
.....

The funds you raise will be directed to the areas of greatest need. If you want your funds to be used otherwise, please let us know your preference:

INTERNAL USE ONLY

Date application received:...../...../.....Received by:

Event or Activity Approved?

- YES Date Letter of Authority sent:
- NO



Ref: Internal use only

FORM B Fundraiser Results Summary

This form is to be completed and returned to your local CFA regional office or Headquarters (see page 10 for details or check our website www.cfa.vic.gov.au) once your fundraiser is finished

Name of event: Date held: (Full) Name of Organiser: Title: Mr/Mrs/Ms

Street Address: Suburb: State: Postcode:

Contact phone no. (daytime): Mobile: Email:

The total (gross) income generated by the fundraiser was: \$

Your donation to CFA is \$

Your Signature:

Please check that the following items are submitted together with this form:

- Funds collected (but please **do not** send cash by mail) or a receipt from the bank deposit
- Completed Donor Receipt Form - see next page (if receipts are required)

Please make cheques payable to CFA and post to
 CFA Donations
 PO Box 701
 Mount Waverley VIC 3149

Please also complete and return the next page if you need any receipts issued to donors →

*This form may be scanned and emailed to cfapromotions@cfa.vic.gov.au



Our contact details

For further details and advice regarding your fundraising activity, please contact the CFA in your area.

CFA Headquarters

8 Lakeside Drive
Burwood East VIC 3151
PO Box 701
Mount Waverley VIC 3149
Ph: (03) 9262 8444
Fax: (03) 9264 6200

South West Area

Cnr Coleraine Road & Mt Bainbridge Road
Hamilton VIC 3300
PO Box 389
Hamilton VIC 3300
Ph: (03) 5551 1500
Fax: (03) 5551 1582

Barwon-Corangamite Area

61 Separation Street
North Geelong VIC 3215
PO Box 586
North Geelong VIC 3215
Ph: (03) 5240 2700
Fax: (03) 5240 2726

Gippsland Area

Level 3, Port of Sale Business Centre
Foster Street
Sale VIC 3850
PO Box 1212
Sale VIC 3850
Ph: (03) 5149 1000
Fax: (03) 5149 1082

North West Area

120 Curlewis Street
Swan Hill VIC 3585
PO Box 558
Swan Hill VIC 3585
Ph: (03) 5036 2800
Fax: (03) 5036 2882

Midlands-Wimmera Area

19 Learmonth Road
Wendouree VIC 3355
PO Box 222W
Ballarat West VIC 3353
Ph: (03) 5329 5500
Fax: (03) 5329 5582

North East Area

195-205 Numurkah Road
Shepparton VIC 3630
PO Box 932
Shepparton VIC 3630
Ph: (03) 5833 2400
Fax: (03) 5833 2482

Westernport Area

120-122 Princes Highway
Dandenong VIC 3175
Ph: (03) 9767 1800
Fax: (03) 9767 1880

Outer Metro Norwest Area

251 High Street
Melton VIC 3337
PO Box 50
Melton VIC 3337
Ph: (03) 8746 1400
Fax: (03) 8746 1480

Yarra Area

18-22 Lakeview Drive
Lilydale VIC 3140
Ph: (03) 8739 1300
Fax: (03) 8739 1382



