



Child Wise

Fundraising Kit

child wise
creating child safe communities



TABLE OF CONTENTS

- About Child Wise -----1
- Your support -----2
- Fundraising steps -----3
- How Child Wise can help you -----4
- Money management -----5
- Guidelines for Child Wise branding -----6
- Fundraising suggestions -----7
- Other ways you can support Child Wise -----8
- Forms -----9
 - Details of proposed fundraising event/campaign -----10
 - Fundraising activity registration -----11 & 12
 - Donor receipt form -----13

About Child Wise

Our Vision:

A society in which children can grow up free from abuse and exploitation.

Our Mission:

To reduce incidence and impact of child abuse and exploitation.

Established in 1991, Child Wise is one of Australia's leading not-for-profit child abuse prevention organisations.

Child Wise builds child safer communities by conducting education programs for parents and carers about child abuse awareness, prevention and early intervention. Our programs provide parents and caregivers with the vital knowledge and skills to help keep their children safe from harm.

In order to prevent children from becoming victims of abuse, Child Wise also run Protective Behaviours programs with children and young people. This provides them with the knowledge, skills and confidence to speak up and tell trusted adults if they ever feel unsafe.

Child Wise works in partnership with organisations to provide expertise and support to create and maintain child safe environments. Through our Child Wise Certification program we help organisations develop and implement child protection policies and processes, as well as train staff and volunteers to understand, identify and report incidences or suspicions of child abuse.

Through our toll-free National Child Abuse Helpline, Child Wise offers anonymous professional counselling, advice and support for survivors, parents, carers, and concerned members of the public.

To find out more about Child Wise, please visit

www.childwise.org.au





Your Support

Thank you for helping protect children by raising funds and awareness for the prevention and early intervention of child abuse.

Fundraising is a fun and rewarding way for community groups, schools, workplaces, clubs and individuals to make a difference to the lives of children.

The Child Wise team would like to express our sincere appreciation and gratitude for your support.

Fundraising

Thanks for taking the first step to becoming a Child Wise fundraiser! We don't want you to have to go at it alone, so we've created this kit to help you with your fundraising event. Just follow these 6 easy steps and start organising your fundraiser today!



Steps

1

Decide what type of fundraising event you would like to organise (come up with your own fun activity or see page 7 for some ideas).

2

Complete the Fundraising Forms (pages 10-12) and email them to verity@childwise.org.au. Child Wise will confirm that we have received your details and provide approval to proceed with your fundraiser.

3

Start organising the event, activity or campaign. Set yourself a fundraising target to work towards. No matter how big or small your goal is, it will make a difference in helping Child Wise to protect children and prevent abuse.

4

Start promoting your fundraiser. Tell the world about your event or campaign and why you're passionate about ending child abuse. Encourage your friends, family, colleagues and the public to donate, get involved and become more aware of the issue.

5

Time for the most exciting part - host your fundraiser!

6

Send the funds raised and any paperwork back to Child Wise. Don't forget to thank all your donors and supporters for helping to make your fundraiser a success!



How Child Wise can help you

Once the fundraising event or activity has been given the go-ahead by Child Wise, there are many ways we may be able to assist you:

- General advice and tips to help make your event a success.
- Providing Child Wise materials and resources that you can use, such as posters, flyers and collection tins.
- Listing of your event on the Child Wise website and promoting the event on our social media pages.
- Providing tax receipts to donors.
- Attending your event to represent Child Wise (depending on location and subject to staff availability).
- Assistance with your media releases and other promotional materials you produce.
- Provide a thank you certificate once your fundraiser is finished to acknowledge your support.

Please note that Child Wise are not able to provide the following:

- Funds or reimbursement for any expenses incurred.
- Media contact lists.
- Child Wise staff to help coordinate or run the event.
- Applications for permits, licenses or insurances (if required, these are the responsibility of the organiser).
- Prizes, auction or raffle items.

Money Management

Collecting funds

Only collect funds in the form of cash or cheque (made payable to Child Wise Ltd). Credit card donations can be made direct to Child Wise via our website at www.childwise.org.au

Expenditure

Any costs you incur and deduct from funds raised must be fair and reasonable - ie. do not exceed 20% of the money raised. Only include direct 'out of pocket' expenses, such as venue hire or catering, can be claimed (ie. You cannot charge for your time spent organising or hosting the event) and no expenses should be made in Child Wise's name. If requested by Child Wise, receipts/proof of expenses need to be provided.

Donor receipts

Child Wise can organise and send tax receipts for any donations over \$2.00*, providing that donor's name and details are supplied by the organisers on the Donor Receipt Form. Where a receipt is needed for donations of goods or services, please send Child Wise a letter from the supplier stating the value of the donated products and we will supply a letter of acknowledgement for them to use in applying for a tax deduction.

Sending funds to Child Wise

Once your event is over, please provide the funds raised to Child Wise within 14 days. Please send an email to advise Child Wise that the money has been deposited or cheque posted. Child Wise will then send you a confirmation that the funds have been received and provide you with a certificate of appreciation for all your hard work!

EFT directly into the Child Wise bank account:



Bank: ANZ
Account Name: Child Wise Ltd
BSB: 013 435
Account Number: 255531938

Mailing a cheque via registered post to:



Child Wise
6E, Trak Centre
445 Toorak Rd,
Toorak, VIC 3142

*The Australian Taxation Office have ruled that donations are not tax- deductible if a person receives goods or services in return for the money given (i.e. the purchase of any services or items, raffle/auction/competition tickets, event entry tickets, etc).





Guidelines for Child Wise Branding

In promoting your event, the Child Wise name cannot be used as part of your event's name. Instead, you are able to say that the funds raised are to be donated to Child Wise.

✓ Acceptable

- Proudly supporting Child Wise
- Child Wise is the event beneficiary

✗ Not Acceptable

- Child Wise Art Auction
- Child Wise Benefit
- Morning Tea brought to you by Child Wise

Your communication should also state the amount or percentage of funds raised that will go to Child Wise. Eg.

- All net proceeds will be donated to Child Wise
- 100% of the proceeds from this event will go to Child Wise

Child Wise are happy to supply a range of merchandise and marketing materials for use at your event. Organisers are not allowed to manufacture, sell or licence any goods bearing the name or logo of Child Wise.

Please make sure that you do not use the Child Wise name:

- in any way that would reduce respect for the brand,
- to guarantee the quality of the fundraising activity, or
- create any confusion in the mind of the public that the fundraiser is an official Child Wise event.

If you have any questions or need advice regarding the use of the Child Wise name and branding, please call us on **03 9826 6344** or email office@childwise.org.au

Fundraising Suggestions

There are so many different and creative ways you can raise funds and awareness for Child Wise... here are a few ideas!

- Gala ball
- Movie night
- Dinner dance
- Talent show
- Music concert
- Raffle
- Sports day
- Trivia night
- Fashion sale
- Bake sale
- Fundraise online
- Morning tea at work
- Theme day at work for a gold coin donation
- Donation in lieu of giving Christmas or birthday gifts
- Sponsored walk, run or weight loss challenge





Other ways you can support Child Wise

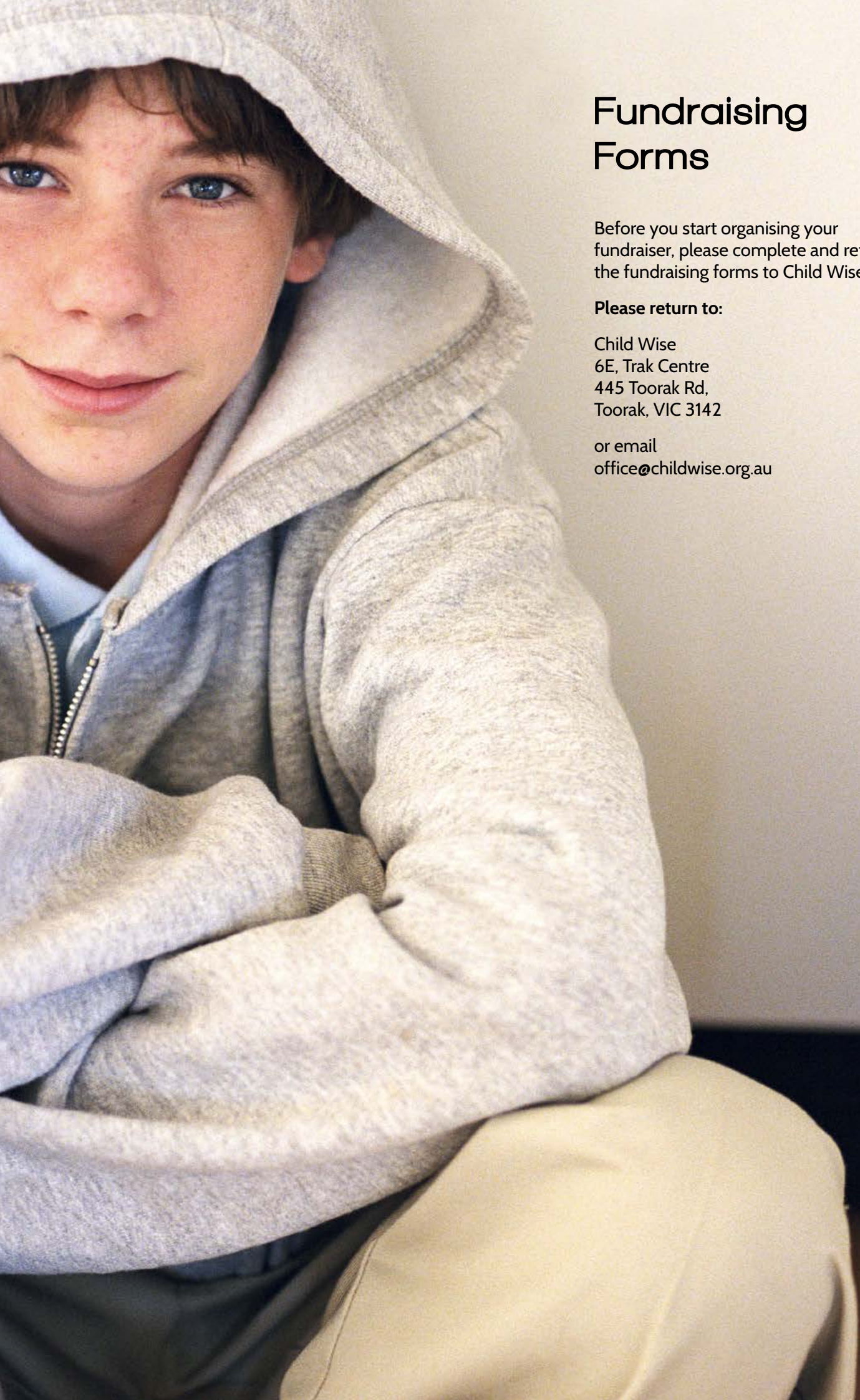
Make a donation

You can also support our work by making either a one off or regular financial donation to Child Wise. Donations can be made via our website at www.childwise.org.au/donations

Become a corporate partner

Businesses of any size can support our programs and services by becoming a corporate partner or sponsor. Businesses can do this by offering part-proceeds on their sales, by giving a tax deductible donation, making an inkind donation of their products, or by providing probono services.

For further details and advice regarding fundraising, please contact Child Wise on 03 9826 6344 or office@childwise.org.au



Fundraising Forms

Before you start organising your fundraiser, please complete and return the fundraising forms to Child Wise.

Please return to:

Child Wise
6E, Trak Centre
445 Toorak Rd,
Toorak, VIC 3142

or email
office@childwise.org.au

Details of proposed fundraising event/campaign

Proposed name of fundraiser:

Brief description of fundraising activity:

Proposed date/s of fundraiser:

Venue:

Street:

Suburb:

Postcode:

How will money be raised?

What proportion of funds raised do you expect to be donated to Child Wise?

Fundraising Activity Registration Form

Title (Mr/Ms/Dr):

Name of organiser:

Name of business or organisation represented (if any):

Relationship to business or organisation represented:

Organiser's contact details:

Street:

Suburb:

Postcode:

Phone:

Email:

Do you have any current or previous criminal convictions?

Yes / No

If yes, please provide further details:

Do you have a current Working with Children's Check?

Yes / No

If yes, please attach photocopy to registration form.



If no, are you willing to obtain a Working with Children Check? (A WWCC is free for volunteers):

Yes / No

Fundraising Activity Registration Form

Child Wise would be happy to provide promotional materials to assist with your event, subject to availability. Please indicate which materials you think you might need and approximate quantities (where applicable):

Donation collection tins:

Child Wise brochures:

Helpline posters:

Use of the Child Wise name for promotional purposes: Yes / No

Inclusion on the Child Wise website in the community fundraising events listings: Yes / No

Child Wise Representative to attend event (subject to staff availability): Yes / No

I, _____ (event organiser's full name) understand and agree to comply with Child Wise's fundraising requirements, as outlined in the Child Wise Fundraising Kit. I will act in a professional manner while conducting the fundraising activity and uphold the integrity and values of the organisation. I also accept my obligation to remit funds to Child Wise within 14 days of the event conclusion.

Your Signature _____
Date

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

If signed by a person other than the organiser, please provide:

Name: Phone:

Relationship to organiser:

Child Wise reserves its rights to withdraw its support for the fundraising event/campaign at any time if it appears that there is a likelihood of the organiser failing to adhere to their fundraising responsibilities.

Your privacy is our priority. Your details are confidential and will not be disclosed to any other organisation.



Helpline: 1800 99 10 99
Phone: 03 9826 6344
www.childwise.org.au