



OSTEOGENESIS IMPERFECTA

Society of Australia • Brittle Bones

Fundraising Guideline Policy

Approved by Board - 28 October 2019
Next review date - October 2021

Concepts

As a not-for-profit organisation, the OI Society (the Society) recognises the need to be ethical and comply with Fundraising regulations across different States.

The Society will administer a fair and diligent guideline that enables it to conduct events and/or activities while setting reasonable controls on funds raised.

This policy applies to all society events where the name of the Society has been used, including but not limited to the Board of Directors, approved speakers and trainers, society members and other public volunteers.

Purpose

The purpose of this document is to identify the Society's position on fundraising practice and to document the standards expected in raising funds from the community. Due to the absence of a National Fundraising Code, each state must have a fundraising authority document for that State/Territory.

Guideline

1. Fundraising activities that include advertising or branding of the Society must be authorised by the Board prior to the activity taking place.
2. The activity must have a clear plan and goal. Monies collected are deposited to the Society and kept in either a distinguishable state fund general ledger account, or if the purpose was not specific, the general donations for the Society.
3. Fundraising activities carried out by any state resources will comply with all relevant state laws.
4. Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
5. All monies raised via fundraising activities will be for the stated purpose of the activity and will comply with the organisation's stated mission and purpose.
6. All personal information collected by the activity organiser is confidential and is not for sale or to be given away or disclosed to any third party without consent.
7. Nobody directly or indirectly volunteering for the Society shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation or any third party organisation.
8. No general solicitations shall be undertaken by telephone or door-to-door.
9. Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of the Society.



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10. Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical. Companies and organisations specifically excluded from making financial contributions to the Society include gambling, tobacco and/or alcohol companies. Or any other company the Society feels is not in the best interest to promote to our community.

The Board, on a case-by-case basis, may grant exceptions to these guidelines

There are specific regulations and rulings under each State. There is an excel spreadsheet guide that is updated outside of this policy.

Procedure

1. Complete the authority to fundraise document and submit to the Society President and Treasurer
2. Receive authorisation from the OI Society
3. Depending on the type of activity and how the money is collected, there are different options to donate
 - a. raffle ticket sales and sausage sizzles are likely to be cash. This is to be collected by the organiser and directly deposited into the Society bank account. An email of funds deposited and break down of how this was raised is to be sent to the Society Treasurer
 - b. organisational donations (e.g. food or drink sales) must be donated after the event by the organisation making the donation directly to the website. This enables them to receive a correct receipt. The event organiser must also send the Treasurer an email to advise to expect a donation from that organisation and specifically what it is for (the linked goal/original fundraising document) www.oiaustralia.org.au
 - c. individuals raising funds can use www.mycause.com.au (under Osteogenesis Imperfecta Society of Australia (Brittle Bones)). These can be things for fun runs, shave for a cause etc.
4. Under no circumstances should a member (Board or general member) provide their bank account details to a third party for donations to the OI Society of Australia.
5. Funds raised for a particular cause (e.g. State travel funds for the next national conference) will be collected in full by the Society and re-distributed out to members of the Society based on agreed process

The Board, on a case-by-case basis, may grant exceptions to this procedure.