

## Calvary Health Care Sydney Limited – Third Party Fundraising Guidelines

These guidelines apply to individuals, community groups, and organisations (**Third-Party Fundraisers**) who wish to organise fundraising activities to benefit **Calvary Health Care Sydney Limited (Calvary)**. Calvary is very grateful for the support of all our Third Party Fundraisers. If you have any questions about these guidelines, please contact the Director of Mission Integration on 02 9553 3536 or [seslhd-chc-mission@health.nsw.gov.au](mailto:seslhd-chc-mission@health.nsw.gov.au)

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### 1. Purpose of These Guidelines

These guidelines are here to help ensure that any fundraising conducted on behalf of Calvary complies with relevant laws, including NSW charitable fundraising laws and Australian Consumer Law.

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### 2. Approval to Fundraise on Behalf of Calvary

Before commencing any fundraiser:

1. **Submit an Application:**

You must obtain written approval from Calvary. Approval is required under NSW law, as individuals must either hold or be granted authority to fundraise on behalf of a licensed organisation. You must also not use Calvary's name or branding without written approval.

2. **Provide Event Details:**

Your application should include:

- Proposed event/activity description
- Event date(s), location, and organiser names and roles
- Expected revenue and expenses
- Draft marketing materials for review
- Any partnerships, sponsors, traders, or raffle elements

3. **No Fundraising May Begin Without Formal Approval:**

This includes solicitation of donations, sponsorship requests, sale of tickets, or promotion of the event.

4. **Inappropriate events**

Calvary will decline fundraising activities that, in Calvary's opinion:

- would be likely to result in expenses exceeding 40% of the funds raised;
- involve door knocking appeals, open bucket collections or cash collection/solicitation of donations on the street or via telephone;
- are inconsistent with Calvary's values and its position as a health care organisation;
- pose unacceptable personal or public health or safety risk;
- involve reputational risk for Calvary;
- involve illegal activities;
- would restrict Calvary's ability to use the funds to something other than the area of greatest need;
- would be likely to cause offence to any person.

Without limiting the above, Calvary will decline fundraising activities that:

- involve the excessive consumption of alcohol or food;
- involve armaments/weapons/firearms;

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#### CALVARY NATIONAL OFFICE

Level 15, 345 George Street, Sydney NSW 2000

p: 02 9258 1700 | w: [www.calvarycare.org.au](http://www.calvarycare.org.au)

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- exploit labour or otherwise harm workers or children;
- involve pornographic, nudity, semi-nudity or sexual imagery/activities
- involve cigarettes, cigars, or other tobacco products;
- involve gambling;
- involve violence or the promotion of violence.

Calvary reserves the right to not authorise, or to revoke authorisation of, any third-party fundraising activity, event or donation if it does not comply with these guidelines.

### **5. Authority to Fundraise**

If your application is approved, you will receive an 'Authority to Fundraise' from Calvary via letter or email, which will be valid for a period of time set out in the letter or email. This is required by law for anyone wanting to fundraise on our behalf.

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## **3. Responsibilities of Third-Party Fundraisers**

### **a. Truthful and Transparent Communication**

Third-Party Fundraisers must clearly state:

- The purpose of the fundraising activity
- How funds will support Calvary
- Whether any portion of funds will be used to cover costs

### **b. Identification Requirements**

Representatives must be clearly identifiable to the public, displaying:

- Their name
- Their volunteer/organiser status
- The organisation they represent

### **c. Ethical Conduct**

Third-Party Fundraisers must:

- Act honestly and respectfully
- Comply with refusals to donate or requests not to be contacted
- Avoid any misleading or deceptive statements

### **d. Safety & Insurance**

Third-Party Fundraisers are responsible for (at their own cost):

- Event and venue safety
- Crowd management plans
- Securing and complying with all necessary permits relevant to the fundraising activity
- Holding appropriate public liability insurance

Calvary does not assume responsibility for third-party event risks.

### **e. Legal obligations relevant to the fundraising activity**

Third-Party Fundraisers are responsible for complying with:

- New South Wales charitable fundraising laws relevant to the fundraising activity;
  - If an activity involves a raffle or a game of chance, complying with applicable New South Wales regarding those activities;
  - the Australian Consumer Law in relation to the advertising of, and conduct of, the fundraising activity; and
  - privacy laws applicable to the fundraiser in connection with the collection of personal information by the fundraiser.
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#### 4. Financial Management Requirements

##### 1. **Accurate Record-Keeping**

Third-Party Fundraisers must keep written records of the fundraising activity that are clear, accurate, and accessible.

##### 2. **Event Costs**

Calvary does not pay any expenses for Third-Party Fundraisers. Event organisers are responsible for all event expenses (though reasonable and necessary expenses that are properly documented may be deducted from the fundraising proceeds, subject to the expenses not exceeding 40% of the proceeds and subject to the requirements regarding transparency set out below).

##### 3. **Cash Handling**

- Two adults must count all cash.
- Records must be maintained for all transactions (for both income and expenses).
- Funds must be remitted to Calvary within 14 days of event completion.

##### 4. **Transparency with Donors**

If a portion of the fundraising proceeds will be used to cover reasonable and necessary expenses of the fundraising activity, this must be disclosed to donors by Third-Party Fundraisers upfront.

##### 5. **Receipting**

- Calvary will issue receipts for eligible donations over \$2 only
  - Third-Party Fundraisers may need to provide personal information about their sponsors to Calvary in order for Calvary to issue receipts
  - Third-Party Fundraisers **must not issue receipts** using Calvary's ABN
  - Third-Party Fundraisers should seek their own tax advice, but purchases (raffle tickets, merchandise, auctions) that are part of a fundraising activity are generally **not** tax-deductible and no tax receipt will be issued by Calvary for these purchases.
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#### 5. Use of Calvary's Name and Branding

##### a. **Brand Integrity**

All promotional materials must be approved by Calvary in writing before public use. This includes:

- Posters
- Flyers
- Digital media and social posts
- Sponsorship proposals

##### b. **Representations**

Third-Party Fundraisers must not:

- Represent themselves as employees or agents of Calvary. If Third-Party Fundraisers are employees or volunteers of Calvary, they must make it clear that they are fundraising on behalf of Calvary in their personal capacity
- Claim that Calvary endorses or sponsors their activity, product or service
- Modify Calvary's logo without permission

### **c. Inappropriate content**

- Calvary will not tolerate conduct that is deemed obscene, offensive, discriminatory, defamatory, or racist or that is in breach of any law or regulation, including any content you upload online (including photographs, videos and personal stories, comments, or posts).
- You must ensure that any content you upload online (including photographs, videos and personal stories, comments, or posts) does not breach any intellectual property rights of another party or any right or duty owed to a third-party. This means that if any of the content you upload is copyright protected you must obtain the copyright owner's written permission first to use it.
- Calvary reserves the right to remove any content from any page controlled by Calvary without notice.
- You must not use Calvary's website to conduct, display or forward details of any survey, contest, pyramid scheme, chain letter, junk or spam email.
- You must not use or attempt to use Calvary's website for any unlawful, criminal or negligent purpose.
- If you become aware of any suspicious activity or content which breaches any of the above rules, please notify us immediately by:

Email: [seslhd-chc-mission@health.nsw.gov.au](mailto:seslhd-chc-mission@health.nsw.gov.au)

Tel: 02 9553 3536.

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## **6. After the Event**

Within 14 days of the event, Third-Party Fundraisers must submit:

- A summary of funds raised
- Confirmation of funds deposited into the Calvary nominated bank account
- Income/expenditure records
- Supporting receipts
- Incident reports (if any)
- Photos (where consent is provided)

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## **7. Calvary's Support and Limitations**

Calvary **can**:

- Provide a letter of authority
- Review and approve communications
- Supply approved branding
- Provide receipts for eligible donations

Calvary **cannot**:

- Cover event costs

- Provide staff for the event
  - Provide donor databases
  - Provide insurance coverage for any event or fundraising activity, or accept responsibility for event safety or insurance
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## 8. Limitations of liability

Calvary cannot provide advice on safety management or insurance requirements.

It is the responsibility of the Third-Party Fundraiser to plan and implement effective safety management and meet their duty of care to event participants, volunteers, employees, contractors and the public.

Anyone involved in the fundraising activity or event is doing so of their own initiative and not in an official capacity as a Calvary employee or volunteer.

To the maximum extent permitted by law:

- All conditions, warranties, guarantees, rights, remedies, liabilities or other terms implied or conferred by statute, custom, or the general law that impose any liability or obligation on Calvary are excluded (including consumer guarantees to the extent such exclusions are permitted under law)
  - Calvary will not be liable to you or to any other person in contract, tort (including negligence) or otherwise for any loss, damage, cost or expense of any kind (including direct, indirect or consequential losses, damages, costs and expenses) suffered or incurred by you or any other person in connection with your fundraising event or activity.
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## Contact

For approvals and enquiries:

**Director of Mission Integration**

Calvary Health Care Sydney Limited

91-111 Rocky Point Road

Kogarah NSW 2217

Email: [seslhd-chc-mission@health.nsw.gov.au](mailto:seslhd-chc-mission@health.nsw.gov.au)

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