

	Fundraising Policy and Procedure	
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1.0 INTRODUCTION

Our Rainbow House Inc. is a registered charity in both Australia and Zambia and has Deductible Gift Recipient (DGR) status within Australia.

Fundraising by Our Rainbow House is essential to the achievement of our mission and goals and is strongly encouraged. Those who benefit are amongst the most disadvantaged and vulnerable groups in society.

Our Rainbow House is committed to ensuring that any fundraising activities carried out by our representatives are ethical, legal and transparent.

Our Rainbow House abides by the Australian Council for International Development (ACFID) [Fundraising Charter](#), and the [Code of Ethics and Professional Conduct](#) developed by the Fundraising Institute of Australia (FIA).

2.0 REFERENCE

ACFID Fundraising Charter

Collections Act 1966 (QLD)

Collections Regulation 2008 (QLD)

FIA Code of Ethics and Professional Conduct

Non-Governmental Organizations Act No. 16 of 2009 (Zambia)

Our Rainbow House Accepting and Rejecting Donations Policy and Procedure

Our Rainbow House Child Protection Policy and Procedure

Our Rainbow House Communications Policy and Procedure

Our Rainbow House Complaints Handling Policy and Procedure

Our Rainbow House Ethical Decision-Making Framework

Our Rainbow House Mission Statement

Our Rainbow House Privacy Policy

Our Rainbow House Refund Policy and Procedure

Our Rainbow House Safeguarding Vulnerable People Policy and Procedure

Our Rainbow House Student Sponsorship Terms and Conditions

3.0 DEFINITIONS

Beneficiary shall mean any person or group who receives benefits as a result of Our Rainbow House projects.

Child shall mean any student of Our Rainbow House School, any sponsored high school student under the age of 18, any former student of Our Rainbow House under the age of 18, or any other person under the age of 18 years that has any form of contact with Our Rainbow House activities.

Donations shall mean any monetary or non-monetary gift given to Our Rainbow House for the purpose of achieving its mission and goals.

Fundraising shall refer to all funding activities whereby monetary donations are being sought to aid Our Rainbow House initiatives and goals from corporations, private donors, trusts, foundations, and other sources.

Our Rainbow House Community shall mean all representatives of Our Rainbow House, students, guardians and family members, caregivers, sponsors, donors and visitors, i.e., anyone directly or indirectly involved in Our Rainbow House activities.

Representative shall mean any board member, staff member, volunteer, student placement, apprentice, contractor, sub-contractor or any other person who is caused to undertake tasks or duties on behalf of Our Rainbow House.

4.0 SCOPE

This policy applies to:

- any parties wishing to undertake fundraising activities for, and on behalf of, Our Rainbow House including staff and volunteers.
- how Our Rainbow House Inc. conducts fundraising activities and ensures good practice.

Please note, this policy does not apply to Student Sponsorship. See *Our Rainbow House Student Sponsorship Terms and Conditions*.

5.0 PURPOSE

The purpose of this policy is to:

- clearly state the expectations of Our Rainbow House on fundraising practice;
- to document the standards expected in raising funds from the community;
- to detail practices adopted to ensure our charity is exposed to minimum risk;
- to be accountable to funders and to meet the expectations and needs of our beneficiaries.

6.0 RESPONSIBILITIES

The Board is responsible for the implementation, communication and review of this policy.

All representatives of Our Rainbow House who are involved in raising funds for our charity are responsible for adhering to this policy.

7.0 POLICY STATEMENT

1. No fundraising activities will be carried out on behalf of Our Rainbow House without the express written permission of the Board. Anyone fundraising in aid of Our Rainbow House who has not first registered their activity will be deemed to be acting independently of Our Rainbow House and, as such, the charity takes no responsibility for their actions.
2. Fundraising activities carried out by Our Rainbow House will comply with all relevant laws.
3. Taxation and legal aspects, as well as matters of Our Rainbow House policy, must be considered when any appeal, donation, gift, or bequest is proposed. Advice is to be sought as early as possible to ensure the process is properly coordinated.
4. A risk assessment will be conducted for all fundraising activities.
5. Any communications to the public made while carrying out a fundraising activity will be truthful and non-deceptive.
6. All advertising for functions and requests for donations will state clearly what the funds will be used for. Where there is a specific fundraising target, it must also be stated that any excess funds raised will be used for other Our Rainbow House projects that comply with our stated mission and purpose.
7. Contributions from donors may be acknowledged, (with prior, informed consent), through any or all the following Our Rainbow House publications: Annual Report, newsletters, the website and social media pages.

8. All personal information collected by Our Rainbow House is confidential and is not to be disclosed to any third party without consent. See *Our Rainbow House Privacy Policy*.
9. Nobody directly or indirectly engaged, employed by, or volunteering for Our Rainbow House will accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
10. No general solicitations will be undertaken by telephone or door-to-door.
11. Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Our Rainbow House.
12. Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical. (See *Our Rainbow House Accepting and Rejecting Donations Policy and Procedure*)
13. Any children carrying out fundraising events must do so only in conjunction with an adult fundraiser, other non-Our Rainbow House organiser such as a parent or teacher, and under supervision.
14. All representatives of Our Rainbow House involved in fundraising will be provided with a copy of this policy.

8.0 PROCEDURE

Prior to fundraising:

People raising funds on behalf of Our Rainbow House must:

- Request permission to use the name and logo of Our Rainbow House before planning any fundraising or advertising using that name.
- Plan a single fundraising event, or a single campaign with a finish date.
- Submit details of all fundraising events and activities to the Our Rainbow House Board **before** any fundraising or advertising commences.
- State clearly in any advertisement exactly how the funds will be used. As per this policy, where there is a specific fundraising target, it must also be stated that any excess funds raised will be used for other Our Rainbow House projects that comply with our stated mission and purpose.
- All fundraising materials will be truthful and:
 - Include the organisation's identity including name, address, ABN and purpose.
 - Accurately represent the context, situation, proposed solutions and intended meaning of information provided by affected people.
 - Clearly state if there is a specific purpose of each donation.
 - Avoid material omissions, exaggerations, misleading visual portrayals and overstating the need or what the donor's response may achieve.
- Ensure that information about Our Rainbow House is accurate, not over-simplified, and respectful of the local Zambian people. Images and messages used for fundraising will not:
 - Be untruthful, exaggerated or misleading (e.g. not doctored, created as fiction or misrepresenting the country, etc.).
 - Be used if they may endanger the people they are portraying.
 - Be used without the free, prior and informed consent of the person/s portrayed, including children, their parents or guardians.
 - Present people in a dehumanised manner.
 - Infringe child protection policies and in particular show children in a naked and/or sexualised manner.
 - Feature dead bodies or dying people.

(See *Our Rainbow House Child Protection Policy and Procedure*, *Safeguarding Vulnerable People Policy and Procedure*, *Communications Policy and Procedure* and *Ethical Decision-Making Framework* for further details.)

Once written approval for your fundraising plans has been received, fundraising may be done with the Our Rainbow House Inc. name as the registered charity, and the logo used. (Public fundraising can only be done legally in Queensland by a registered charity.)

Please note: whilst the administration team will happily share advertising for your event through our media channels, it is the responsibility of the fundraiser to create advertising materials and promote their event sufficiently.

After a fundraising event has been completed:

Any remaining supplies from a fundraising event must be dealt with by the event organizer. It is recommended that alcohol be purchased from a retailer who will accept returns and refunds of unused supplies. For health and safety reasons, all food products remaining after an event must be disposed of.

All funds raised or donations received by Our Rainbow House must be reported in writing to the Director and Finance Officer. The following information must be provided:

- Exact amount of the donation or funds raised;
- In the case of a donation, the title, full name, and email address of the donor.
- In the case of funds raised, the title, full name, postal address including postcode, telephone and email address of the fundraiser, plus the type and date of the fundraising event or activity undertaken;
- How funds have been received (eg. cash, bank transfer, online donation platform).
- Any expenses incurred as part of the fundraising event.

All funds raised for Our Rainbow House belong to the charity and, once collected, must be paid over to the charity in a timely manner.

Funds raised must be deposited either:

- directly into the Our Rainbow House, Westpac account or;
- through the appropriate Our Rainbow House GiveNow page,

within two business days of the event, with your last name or the event as the reference.

(Please contact finance@ourrainbowhouse.org.au for bank details or GiveNow information).

For donations over \$2, a tax-deductible receipt is available in Australia.

Contact finance@ourrainbowhouse.org.au to obtain a copy if transferring funds through bank transfer. GiveNow will automatically issue a tax receipt.

Anyone accepting donations of funds or gifts on behalf of Our Rainbow House must verbally thank the donor on behalf of the charity.

A thank you letter or email will be issued to the donor or fundraiser by the Director within 10 working days of receipt of funds, unless the individual has expressly asked not to be contacted.

Please refer to the *Our Rainbow House Refund Policy and Procedure* for further information regarding donations.

How to make a complaint regarding fundraising:

Anyone wishing to make a complaint regarding fundraising in connection with Our Rainbow House should refer to the *Our Rainbow House Complaints Handling Policy and Procedure*, (available on our website: www.ourrainbowhouse.org.au/governance)

9.0 REVIEW

Date of next review: 17/03/2027