

Thank you for supporting St Mary's House of Welcome. We depend on the generosity of individuals, schools as well as corporate and community groups to help raise funds to support people who are chronically homeless and disadvantaged.

1. The 'Fundraiser' is the individual, group or organisation holding the activity or event in benefit of St Mary's House of Welcome.
2. The Fundraiser must agree to these guidelines and by law, obtain an Authority to Fundraise letter from St Mary's House of Welcome before starting to fundraise. The Fundraiser does not need an Authority to Fundraise letter if their fundraising is solely through a third-party fundraising platform.
3. The Fundraiser will be solely responsible for the activity or event. All fundraising activities are to be conducted in the name of the Fundraiser.
4. When referring to St Mary's House of Welcome please use our full name and do not use the abbreviation 'SMHOW' or 'St Mary's'
5. It is the responsibility of the Fundraiser to comply with their states fundraising regulations and apply for any necessary permits relating to fundraising, raffles, food sales and liquor licensing. Contact details for the Authority in Victoria are:

Victoria Victorian Commission for Gambling and Liquor
www.vcgr.vic.gov.au

Regulation Phone: **1300 182 457**

6. You may use St Mary's House of Welcome's 'Proudly Supporting' logo by agreement only. Any promotional material using St Mary's House of Welcome's name or logo must be shown to and approved by St Mary's House of Welcome.

7. Loan of St Mary's House of Welcome promotional materials are approved on a case by case basis. Any promotional material borrowed from St Mary's House of Welcome, must be collected by the Fundraiser and returned within 3 days of the conclusion of the fundraising activity or event. Items to be collected from and returned to 165-169 Brunswick St, Fitzroy, between our office hours Monday to Friday 8:30am-4.00pm.
8. St Mary's House of Welcome does not provide public liability insurance for third party fundraisers. Adequate public liability insurance is solely the responsibility of the Fundraiser.
9. The Fundraiser is not permitted to raise funds through telemarketing, door to door or street solicitation.
10. Fundraisers are required to send all proceeds raised to St Mary's House of Welcome within 14 days from the conclusion of the fundraising activity. St Mary's House of Welcome will then issue a receipt in the name of the activity/event.
11. Individual tax-deductible receipts can be issued by St Mary's House of Welcome for supporters donating money of \$2 or more, unless they have received a material benefit in return. The Fundraiser must collect and supply the supporters name and address.
12. The Fundraiser is responsible for all costs incurred in relation to the fundraising activity or event. Expenses should not exceed 20% of total proceeds.
13. St Mary's House of Welcome reserves the right to withdraw approval of the fundraising activity or event at any time if terms and conditions have been breached, and/or the organiser is deemed to be damaging the reputation of St Mary's House of Welcome.

We value your donation and your privacy. By fundraising and/or donating you consent to the collection, use and storage of your personal information in accordance with our [Privacy Policy](#).