

BRISBANE YOUTH SERVICE THIRD-PARTY FUNDRAISING GUIDELINES

A third-party fundraising event is when a business, organisation, community group, school or individual hosts an event or program to benefit Brisbane Youth Service. It is planned and executed independently of Brisbane Youth Service.

1. Organisers must sign a Third-Party Fundraising Agreement and return it to Brisbane Youth Service for approval.
2. The event will be promoted in a manner to avoid statement or appearance of Brisbane Youth Service endorsing any product, film, organisation, individual or service.
3. Brisbane Youth Service will provide a logo and a written 'About Us' statement including a 'snapshot' of our most up-to-date data and statistics.
4. Brisbane Youth Service must approve any promotional content relating to our organisation, including but not limited to advertising, letters, brochures, flyers and press releases prior to production or distribution.
5. Brisbane Youth Service must be advised of sponsors (or targeted sponsors) for the event in order to identify any conflicts of interest and minimise any overlap with other Brisbane Youth Service events/campaigns/partnerships that may be underway.
6. Organisers must clearly promote how the event will support Brisbane Youth Service on all promotional materials, as per the 'Description and Fundraising Components' marked on page 1 of the Third-Party Fundraising Agreement form.
7. Organisers are responsible for obtaining all permits associated with the event, especially those for raffles and/or games of chance.
8. Organisers must obtain their own liability insurance to cover the event.
9. Brisbane Youth Service is not financially liable for the promotion and/or staging of third-party fundraising events.
10. The Organiser is responsible for all details of the event, including:
 - a. Underwriting all of the related costs
 - b. Recruiting volunteers to help out at the event
 - c. Promoting the event and printing all materials
 - d. Selling event tickets and/or finding participants
 - e. Working at the actual event

How Brisbane Youth Service Can Help

- We can provide you with accurate facts and statistics about youth homelessness and give you accurate information to distribute to local media and in other promotional materials. This includes brochures about our programs and services.
- We can provide you with a letter authorising you to fundraise on our behalf and stating that proceeds from the event will go to Brisbane Youth Service.
- Once you have submitted a signed Third-Party Fundraising Agreement and it has been approved, we can promote your event on our website and social media.
- We can provide you with our logo to use (in accordance with the *Brisbane Youth Service Brand Guidelines*) to let attendees/participants know the event is affiliated with Brisbane Youth Service.
- We may be able to provide a representative to speak at your event, depending on availability.

If you would like more information or to discuss potential to become an ongoing supporter or partner with Brisbane Youth Service, please contact us on 07 3620 2400 or email partnerships@brisyouth.org.

THANK YOU FOR YOUR SUPPORT!

Funds can be donated online at www.brisyouth.org via credit card or by direct transfer into the following bank account:
Bank – National Australia Bank, Acc. Name – Brisbane Youth Service Inc., BSB – 084-044, Acc. No. – 16-345-0559