

# DON DUNSTAN FOUNDATION

inspiring action for a fairer world



## Don Dunstan Foundation Community Fundraising Guidelines

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FOUNDATION**  
inspiring action for a fairer world



<https://dunstan.org.au/fundraise-for-us/>

# Thank You!

By fundraising for the Don Dunstan Foundation,  
you're helping us continue our valuable social  
justice work!

Your fundraising efforts contribute to the formation and  
implementation of our major projects and events.



## Who are we?

The Don Dunstan Foundation is a thought leadership organisation and we inspire action for a fairer world. Our work builds upon the legacy of the late Premier, Don Dunstan, who believed in fostering dialogue, ideas, policy, education and research.

As thought leaders, we empower people and communities with social, cultural, and economic development.

Don Dunstan (1926-1999) was one of Australia's most charismatic, courageous, and visionary politicians. He dedicated his work, particularly his role as the South Australian Premier, to enacting social change. He achieved this through his implementation of social reforms focusing on sex discrimination, Aboriginal land rights, and consumer protection. He was a leading campaigner for immigration reform, facilitated the elimination of the White Australia Policy, and decriminalised homosexuality in South Australia. Many of his reforms have withstood the test of time, and continue to inspire Australian politicians and citizens today.

Under Don's leadership, South Australia strived to lead the nation in social and economic reform and today the Don Dunstan Foundation shares the same ambition.



"We led the world in freeing up people from restrictions upon personal behaviour and allowing them to live their own lives as they wished, as long as they didn't harm anybody else."

Don Dunstan, 1986



# Our major projects and events

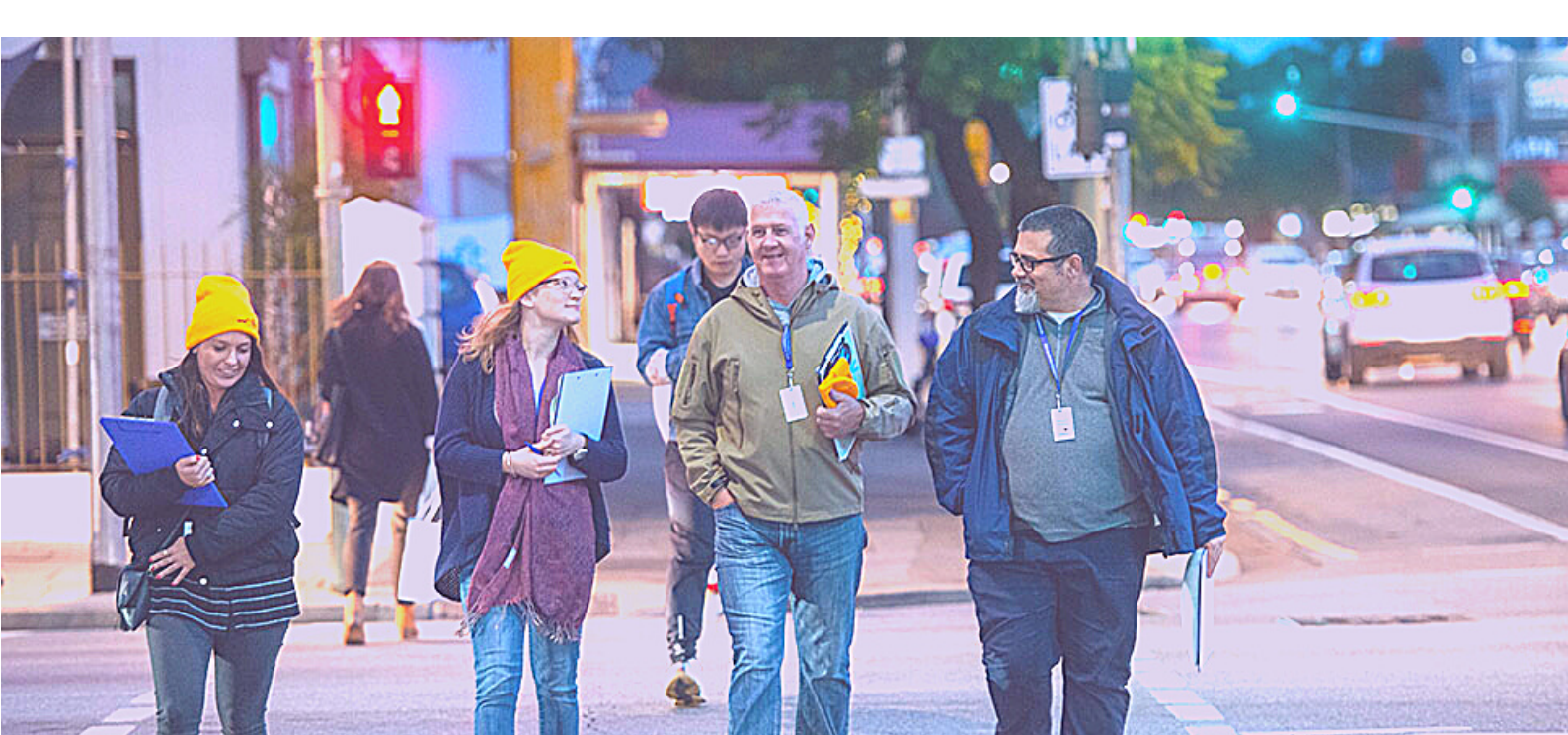
## Adelaide Zero Project - Ending street homelessness

The Adelaide Zero Project is an alliance of over 40 partners with the collective goal of ending street homelessness in the inner city and ultimately end homelessness in South Australia.

This collaboration of not-for-profits, government agencies, private organisations and service providers have come together to achieve and sustain Functional Zero.

The Adelaide Zero project was seeded from our Thinkers in Residence program.

Data for the extremely successful program, found in the Adelaide Zero Project Dashboard, shows that from May 2018 to June 2020 over 350 people have been offered secure housing placements. The project has also been a huge part of the COVID-19 response to homelessness in our state.



## Thinkers in Residence

The Thinkers in Residence program aims to improve the lives of South Australians. The program brings new ideas into the state then translates them into practical solutions. Each Thinker is a world leader in their field, coming to live and work in Adelaide for a period of time.

Since 2017, our Thinkers in Residence have engaged over 2,000 people, with 27 social justice initiatives emerging from the program.

## Events

Each year we proudly present a number of social justice focused events, including:

- Homelessness Conference
- Lowitja O'Donoghue Oration
- Dunstan Dialogues
- and many more!

These events engage the community collectively and build people's knowledge on social justice issues.

**"We'll set a standard  
of social  
advancement that  
the whole of  
Australia will envy.  
We believe South  
Australia can set the  
pace. It can happen  
here. We can do it."  
Don Dunstan, 1970**



"I set out personally to encourage people to do their own thing and at times this outraged people. But what I was constantly preaching was that the richness of society lies in its diversity and people should be encouraged to express themselves in their own way."

Don Dunstan, 1987





## Step by Step Fundraising Checklist

### 1. Choose your fundraising event

What do you enjoy doing? You might find it useful to write a list of fun activities or events you would like to do.

*Helpful Hint: Check out our fundraising page for inspiration.*

How big do you want to make your event?

How much time could you give?

### 2. Set your target! Now establish a time, date, and fundraising goal

Once you've chosen your activities, it's now time to set a date and time for your fundraiser. Don't forget to set a goal too!

*Helpful hint: Think about what might suit those you are inviting.*

A fundraising goal will help provide a target for you and the invitees to reach.

### 3. Complete our Fundraising Registration Form

Fill out the Fundraising Registration Form (on the next page) and send it to [dunstan.foundation@adelaide.edu.au](mailto:dunstan.foundation@adelaide.edu.au). We'll then send you a confirmation email so you're authorised to fundraise for us!

#### 4. Hold your fundraising event!

Once you receive your authority to fundraise, you are free to fundraise for us. Have fun while you raise valuable funds for our projects, which will help us continue our social justice work.

#### 5. Send your fundraising money to the Don Dunstan Foundation

Within four (4) weeks of completing your event, please send us the funds raised through any of the following options:

##### Option A: Bank Deposit

Submit your funds via bank deposit to:

BSB: 105-120

Account Number: 020967140

*Please include your surname or organisation name in the description or reference section.*

##### Option B: Phone

Donate your funds via credit or debit card by calling us on (08) 8313 3364.

##### Option C: Post

Send a cheque to the "Don Dunstan Foundation", along with your contact and event details, to:

Don Dunstan Foundation  
Level 8, 115 Grenfell Street  
Adelaide SA 5005

As the fundraiser, you are responsible for keeping accurate records, management of funds, and covering event and fundraising expenses. The Don Dunstan Foundation cannot pay any expenses you incur in the course of your fundraising activities.

By completing the Fundraising Registration Form and fundraising for the Don Dunstan Foundation, you agree to have read and accepted the Don Dunstan Foundation Fundraising Terms and Conditions, located at the end of this document.





## Fundraising Tips and Tricks

- Pick an event or activity that speaks to you - have fun with it!
- Ask for specific donation amounts. It can be difficult for some to know how much to give - so make it easy and ask for how much you're requesting.
- Don't be afraid to move your goalposts! If you reach your fundraising goal or come close to it, raise it (how amazing would that feel)!
- Spread the word. Talk to your friends and family and invite them to attend. If they can't make it, ask them to donate online instead.
- Be sure to thank the people who have donated.
- A great option for online fundraising could be to start a fundraiser page with Everyday Hero. This makes it easy for others to donate to your fundraiser and easy for you to send us the funds after.
- Take lots of photos and share them on social media after the event.

Make sure to tag us:

Facebook: <http://www.facebook.com/dondunstanfoundation/>

Twitter: [@DonDunstan](https://twitter.com/DonDunstan)

Instagram: [@DonDunstanFoundation](https://www.instagram.com/DonDunstanFoundation)

#dondunstan #socialjustice #Adelaide #SouthAustralia

- Have fun! Enjoy the event and know that your hard work makes a real and tangible difference.



# Fundraising Ideas



## Trivia Night

Host a quiz at school, work or get your local pub involved.

## Movie Night

Organise a movie night! Charge a donation for entry, supply popcorn and show a movie in your community.

## Marathon

Ask your friends, family, and colleagues to sponsor you in a running, walking, swimming or cycling marathon.

## Collection

Set up a collection box at your school or work and donate monthly or yearly.

## Auction/Raffle

Create a raffle or auction within your community and donate the proceeds.

## Dinner Party

Host a dinner party in the spirit of Don to raise money and awareness for the Foundation.

## Don Dunstan Foundation Community Fundraising Registration Form

Please complete and return this form to the Don Dunstan Foundation (DDF). If your registration is approved, you will receive a fundraising authorisation email from the Foundation.

### Personal Details

Name: \_\_\_\_\_  
Name of Organisation (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Fundraising Detail

Name of fundraising event or activity: \_\_\_\_\_  
Brief description of fundraising activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Proposed date/time: \_\_\_\_\_  
Venue: \_\_\_\_\_  
Estimated attendance: \_\_\_\_\_  
Fundraising goal: \_\_\_\_\_  
Other participating individuals or organisations: \_\_\_\_\_  
\_\_\_\_\_

### Agreement

1. I, \_\_\_\_\_ (fundraisers name), have read and accept the terms and conditions for fundraising as printed in the DDF's Community Fundraising Guidelines.
2. I agree to conduct my fundraising activity in a professional manner that upholds the values of the Don Dunstan Foundation and in accordance with the T&C's as described in the DDF's Community Fundraising Guidelines.
3. I understand that I am obligated to deliver the funds raised for this event or activity to the DDF within four (4) weeks of completion.

Name (please print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For fundraisers who are under the age of 18, please have a parent or guardian complete the form below.  
I give permission for \_\_\_\_\_ (name of fundraiser) to fundraise for the Don Dunstan Foundation as per the above application.

Name of parent/guardian (please print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Relationship to organiser: \_\_\_\_\_  
Phone number: \_\_\_\_\_

*Please return this completed form to the Don Dunstan Foundation.*

*Email: [dunstan.foundation@adelaide.edu.au](mailto:dunstan.foundation@adelaide.edu.au)*

*Phone: (08 ) 8313 3364*

*[www.dunstan.org.au](http://www.dunstan.org.au)*

*Level 8, 115 Grenfell Street, Adelaide SA 5005*

*ABN: 14 614 345 149*



# Thank You!

We'd like to say a massive **Thank You** for supporting the Don Dunstan Foundation.

Without generous people like you, we wouldn't be where we are today. We are beginning to make history right here in Adelaide and you are a big part of that. Fundraising is crucial to our efforts and from the whole Foundation team, we thank you for taking the time to help us.

Good luck with your fundraiser, we can't wait to see what ideas you come up with!

"I am one of those uncomfortable people whose principle tenet is consciously to question others - and myself."  
Don Dunstan, 1973



If you'd like to keep in touch with us at the Don Dunstan Foundation you can join our digital E-News list by subscribing [here](#).



## Contact the Don Dunstan Foundation:

Email: [dunstan.foundation@adelaide.edu.au](mailto:dunstan.foundation@adelaide.edu.au)

Phone: (08) 8313 3364

Visit: <https://dunstan.org.au/>

# Terms and Conditions

## Conditions of Fundraising

These conditions provide the basis for conducting a fundraising activity on behalf of the Don Dunstan Foundation. If accepted, by signing and returning the **Community Fundraising Registration Form** these conditions will form the basis of any dealings between the Foundation and the Fundraiser in relation to fundraising activities.

1. Fundraiser definition. 'Fundraiser' means the individual or organisation holding the fundraising event or activity on behalf of the Don Dunstan Foundation. Fundraisers do not represent the Don Dunstan Foundation, but are acting on their behalf, to raise funds that will be forwarded to the DDF.

2. Registration and proposals forms. A Community Fundraising Registration Form must be completed and returned to the DDF before commencing any fundraising activities. The Fundraiser is only authorised to use the DDF name or logo as the beneficiary charity once an 'Authority to Fundraise' has been issued by the Don Dunstan Foundation to the Fundraiser.

3. Authority to fundraise. Any person or organisation fundraising for the DDF is required to have an 'Authority to Fundraise'. **The Don Dunstan Foundation will issue the authority confirming involvement when:**

- A completed and approved Community Fundraising Registration Form has been received
- The Don Dunstan Foundation is satisfied that the activity is not high risk
- The Don Dunstan Foundation is satisfied that the event will produce a reasonable return after expenses have been deducted
- The DDF is satisfied that the activity fits with the aims and values of the Don Dunstan Foundation.

4. Description of fundraising activities. Fundraisers must provide a clear written description of the proposed activity, its duration and the individuals or group organising it on the Community Fundraising Registration Form. A detailed proposal / event plan is required for any physical endurance events (e.g. cycling across a State etc.). This proposal must include details such as route, timing/duration, sponsorship, insurance, support team, risk mitigation strategy, prior experience and budget.

5. Insurance. The Don Dunstan Foundation is unable to provide public liability insurance cover to community fundraisers. It is the fundraiser who is responsible for obtaining public liability insurance. Should it not be obtained, reference needs to be made of this in writing to the Foundation with an explanation of why insurance is not required.

6. State/Territory Laws. The Fundraiser must abide by all State/Territory charities legislation and must apply for any permits and authorities that may be required. This is inclusive of all raffles, bingo, vending tickets, games of chance or any public appeal. Each State has different legislation. It is the responsibility of the Fundraiser to review and ensure compliance with the relevant legislation. Copies of all permits must be submitted to the Don Dunstan Foundation prior to undertaking fundraising activities.

7. National or State Company Sponsorships. The Fundraiser must not approach the national or state office of any company for sponsorship without prior approval from the Don Dunstan Foundation. Although this policy may appear restrictive it is very important as the company or group may already support us. It can appear unprofessional if a company is approached more than once, and approaching a national or state office may hinder any ongoing negotiations for a sponsorship of the DDF.

8. Coordination with Don Dunstan Foundation Staff. Due to resource constraints, the Don Dunstan Foundation staff are unable to take on a co-ordination role in the fundraiser/event or assist in soliciting prizes, sponsors or providing goods and services to support the running of a fundraising activity.

9. Promotional materials. All publicity in reference to the fundraiser/event should clearly state that it is being organised by the Fundraiser (yourself or your group). It must be made clear in all promotional material that the Don Dunstan Foundation is the beneficiary. Wording such as "Proudly supporting the Don Dunstan Foundation" or "Proceeds supporting the Don Dunstan Foundation" should be used.

10. Delivery of funds. All funds must be sent to the Don Dunstan Foundation within four (4) weeks of completion of the fundraiser/event.

11. Expenses incurred. The Fundraiser must not incur any expenses in the name of the Don Dunstan Foundation.

12. Fundraising expenses. Events and fundraising activities often incur various expenses. These expenses must be covered through your in-kind support, sponsorship and/or private support. Donation monies cannot be used to cover expenses. If donation monies were used to cover expenses it is misleading the donor as:

- Their donation would not be received by the Don Dunstan Foundation.
- Their donation would not be tax-deductible as it is no longer classified as a donation but as income to off-set expenses.

13. Compliance. The Fundraiser must comply with the basic obligations of the Charitable Fundraising Act and Regulations.

14. Record and management of funds. As the Fundraiser, you are responsible for keeping accurate financial records and management of funds.

15. Rescission of approval. The Don Dunstan Foundation reserves the right to withdraw approval to fundraise for DDF should it be necessary to protect the reputation of the Foundation. In this situation, fundraising and promotion must cease immediately and all monies raised must be remitted to the Don Dunstan Foundation immediately.

If you have any questions about your fundraising event or activity, please contact the Don Dunstan Foundation, on 08 8313 3364 or email us at [dunstan.foundation@adelaide.edu.au](mailto:dunstan.foundation@adelaide.edu.au).

Thank you for supporting the Don Dunstan Foundation! We greatly appreciate your important contribution and support in our collective effort towards a fairer world through public events, collaborative projects and research.