

## Charitable Fundraising Policy

1.	<b>Purpose</b>	The purpose of this policy is to outline the policy framework that governs charitable fundraising initiatives, activities and events run by or on behalf of the Fund.
2.	<b>Objective</b>	The Board aims to ensure that charitable fundraising initiatives, activities and events are managed centrally and consistently, aligned with the Fund's charitable purposes and values and compliant with the law.
3.	<b>Scope</b>	This policy applies to anyone who is involved in any charitable fundraising initiative, activity or event for the benefit of the Fund.  This policy does not cover fundraising initiatives, activities and events of the Foundation itself.
4.	<b>Definitions</b>	
	<b>Foundation</b>	means the Hsing Yun Education Foundation Limited which also acts as the trustee of the Fund.
	<b>Fund</b>	means the Hsing Yun Public Fund
5.	<b>Primary Legislation</b>	Australian Consumer Law Income Tax Assessment Act 1997 (Cth) Charitable Fundraising Act 1991 (NSW) Charitable Fundraising Regulation 2015 (NSW) Fundraising Act 1988 (VIC) Fundraising Regulations 2009 (VIC) Collections Act 1966 (QLD) Collections Regulation 2008 (QLD)

## Charitable Fundraising Policy

		Charitable Collections Act 1946 (WA) Street Collections (Regulation) Act 1940 (WA) Charitable Collections Regulations 1947 (WA) Street Collections Regulations 1999 (WA)
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### 6. Policy Statements

- a) The Fund will raise funds in Australia only. Invitations will be made to the public to contribute to the Fund.
- b) The Fund will only fund raise in States where it has the legal authority from the relevant State regulator to fundraise. Currently, the Fund has authority to fundraise in New South Wales, Queensland, Victoria and Western Australia and is in the process of obtaining legal authority to fundraise in South Australia.
- c) At all times, all fundraising initiatives, activities and events must comply with relevant law.
- d) All fundraising initiatives, activities and events require the Foundation's prior approval. Following approval, the person or organisation will receive a written authority to fundraise from the Foundation.
- e) The Board will adopt a fundraising strategy and review it annually.
- f) A donor's privacy and confidentiality will be respected.

### 7. Procedure

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1. All interested parties will submit a prescribed application form to the General Manager.
2. The General Manager will review the initiative and respond to the applicant directly. If the initiative is approved, an authority to fundraise will be issued to the applicant.
3. The applicant must comply with the conditions stated on the authority to fundraise.

### 8. Administration

- The General Manager is responsible for the maintenance of this policy.
- This policy will be updated on an as-needs basis but will be reviewed at least annually by the Board from the date it is last approved.
- Compliance with this policy is mandatory and this policy will be actively monitored. Any breach of or failure to comply with this policy should be immediately reported to the General Manager or Chair, as appropriate. If it is found that a person has failed to comply with this policy, the Board may take action against them. This may include seeking to terminate their relationship with the Foundation.
- A reference to a law includes any amendment to it or replacement of it.

### Document Details

<b>Policy Owner</b>	Board
<b>Responsible Officer</b>	Company Secretary
<b>Approved by</b>	Board
<b>Approval Date</b>	6 December 2017
<b>Effective Date</b>	6 December 2017
<b>Review Date</b>	5 December 2018



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## Version History

Date	Brief Description	Revision Sponsored By
8 February 2017	Policy Launch	Company Secretary
6 December 2017	Annual Review	Company Secretary