

Door Knock Appeals

Guidelines

All Doorknock Appeals must be conducted in accordance with the *Fundraising Act 1998* and any permit conditions set out by other appropriate authorities.

What does our Club need to do before conducting a door knock appeal?

1. Visit www.consumer.vic.gov.au to check your current fundraiser registration status and any applicable exemptions.
2. If required download an 'Application for fundraiser registration' (Associations Clubs & Fundraising > Forms & Resources)
3. Complete the application form and submit to Consumer Affairs Victoria (processing can take up to twenty one (21) days)
4. Contact the local council responsible for the proposed collection area for a permit/approval

Our Club is registered and has been granted approval. What do we do now?

- Call for volunteers 16 years of age and older who wish to contribute (compulsory rosters cannot be issued)
- The applicant must appoint collection supervisors to uphold Fundraising Registration Guidelines
- Issue all Door Knock Appeal collectors with an identification tag. The identification tag must display the name of the organisation to which contributions will be forwarded, the collector's given name, family name and permit number
- Ensure all collectors are supplied with highly visible clothing, hats, sunscreen and refreshments
- What about receipt books, I think we should mention them too.

Please note:

- Collection Supervisors are to be over 18 years of age and shall be responsible for:
 - informing all collectors of the guidelines/conditions set out by Consumer Affairs Victoria; and
 - supervising the overall collection
- Collection Supervisors shall not supervise more than 3 collectors, less than 18 years of age

Are we covered by LSV's Public Liability Insurance?

Following advice from our Insurance Brokers, LSV's Public Liability Insurers have agreed to cover Victorian Clubs conducting Door Knock Appeals subject to Clubs ensuring the following conditions are adhered to:

- Clubs must comply with rules and regulations as set out by Victoria Police, Consumer Affairs Victoria and other appropriate authorities
- All persons participating must be current financial Club members
- All members participating must do so on a strictly volunteer basis, i.e. not rostered

Failure to comply with the above conditions will void the coverage.

Further information

Door Knock Appeal information provided by Anglesea Surf Life Saving Club:

http://www.lifesavingvictoria.com.au/resources/documents/How_to_Run_a_Door_Knock_Appeal.pdf

Please contact Lifesaving Operations on 03 9676 6930 or email

lifesavingoperations@lifesavingvictoria.com.au

