



# SAVE THE WATERBERG RHINO

## THIRD-PARTY FUNDRAISERS

### SUMMARY AND GUIDELINES

Save the Waterberg Rhino is extremely grateful for all and every individual and/or organisation that provides help in fund raising and/ resource mobilisation.

To maximise this assistance and to reduce any conflicts of interests or misunderstanding we have developed a third-party fundraising process. For anyone who is interested in assisting in fundraising please read the following information and contact Kelly at [kelly@stwr.org.za](mailto:kelly@stwr.org.za) for further information.

#### **SIMPLE DONOR EVENTS**

If you are planning a simple event that does not include dealing with the public (closed event with family, friends colleagues, classmates etc) you do not need to do anything, if you just intend to pay across any raised funds as a simple collected donation. In this regard we consider you a donor and not a third-party fundraiser.

It is nice for us to hear in advance of such an event but it is not necessary. It is wise to make contact when the donation is deposited to that we can check and provide receipt of funds.

If an event is planned at a school or other closed group we can provide a confirmation letter that you intend STWR to be the benefactor of the funds you are raising if verification is needed.

#### **PLANNED PUBLIC EVENTS**

For other events such as planned public events where tickets may be sold etc we require the fundraisers to contact us prior to the event, fill in an application form so we may evaluate the event and provide approval for STWR to be a benefactor.

In such cases we require third-party fundraisers to acknowledge and agree to our conditions.

The reason for this are;

- To help encourage possible third-party fundraisers to assist STWR
- To provide clear and concise instructions on how third-parties can provide support to STWR for raising funds and/ or resource mobilisation
- To reduce any conflicting information or misunderstandings on how third-parties can get involved with fund raising
- To reduce any misunderstandings on how stakeholders and partners can collaborate with STWR for fundraising purposes
- To make sure all parties stay legally compliant within South African law



# SAVE THE WATERBERG RHINO

## THIRD-PARTY FUNDRAISERS

### SUMMARY AND GUIDELINES

- To make sure no third-party fundraisers or stakeholders compromises STWR reputation, their own reputation or breaches any code of conduct to the detriment of the organisation and/ or directors

#### **GENERAL SUMMARY AND GUIDELINES**

No individual, group, company, reserve, or organisation may use STWR name for fundraising or resource mobilisation for their own purposes, either intentionally or accidentally – and thereby misleading donors.

STWR is a legal non-juristic entity within SA law, and as such any other entity found using STWR name, company registration, NPO number, PBO number will be in violation of SA law.

#### **FUNDRAISING BY PARTNER STAKEHOLDERS**

STWR works with a wide range of stakeholder, however any collaborative or support activities do not provide confirmation nor approval that stakeholders can use STWR profile (including company reg, NPO no., PBO no.) to solicit any funds or resources for their own benefit or for STWR benefit without prior permission.

If stakeholders wish to acknowledge the collaborative work (with or without any fundraising connection) with STWR they should state ‘they work collectively with/ or support STWR’ and not state ‘they are’ or represent STWR in any form.

Should any stakeholder wish to obtain fundraising help from STWR for their own benefit, they would need to register and obtain permission as a third-party fundraiser as well as formally applying for project funding through our project application process to be legally compliant.

#### **FUNDRAISING BY OTHER INDIVIDUALS, GROUPS AND ORGANISATIONS**

STWR can grant third-party fundraisers (event organisers) approval to raise funds where they state specifically it is for the benefit of STWR and STWR projects.

Save the Waterberg Rhino is the beneficiary – not a sponsor – of third-party fundraising events. Promotional materials that use Save the Waterberg Rhino’s name should incorporate the following statement: “Proceeds to benefit Save the Waterberg Rhino.”

Any promotion of the event must avoid statement(s) or appearance of Save the Waterberg Rhino endorsing any product, firm, organization, individual or service, unless specifically specified and agreed to by Save the Waterberg Rhino.

Save the Waterberg Rhino must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers and press releases prior to production or distribution.

All promotional materials must clearly state the percentage of proceeds that will benefit Save the Waterberg Rhino.



# SAVE THE WATERBERG RHINO THIRD-PARTY FUNDRAISERS SUMMARY AND GUIDELINES

Event organizers are responsible for obtaining all permits or licences if needed.

Event organizers must obtain their own liability insurance to cover the event.

Under no circumstances should third party event revenue and expenses flow through Save the Waterberg Rhino accounts. Only the final net proceeds from the event are to be processed by Save the Waterberg Rhino.

Save the Waterberg Rhino should receive a complete accounting of all funds collected and expenses related to the event. We reserve the right to inspect all event financial records.

Save the Waterberg Rhino is not financially liable for the promotion and/or staging of third party events.

For further information, or to request the application form please contact Kelly at [kelly@stwr.org.za](mailto:kelly@stwr.org.za).