

Standard Operating Procedures and Guidelines for Conducting National Capital Fund Raising Projects instigated by Regional initiatives.

SAMVO



**South African
Military Veterans Organisation**

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SAMVOINT's dedication, motto and inspiration:

This Veteran Organisation, through its subordinate organisations, globally, dedicates itself, in grateful recognition and memory of our countrymen, the Immortal Dead of South Africa, who, at the call of duty, made the supreme sacrifice on the battlefields of Africa, Europe and Asia, on land, at sea and in the air.

Their ideal is our legacy, their sacrifice our inspiration

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The Objectives of this Guideline:

The objective of this guideline is to provide leaders at Club, Regional and National levels as to a uniform process throughout SAMVO in the event of a Regional Fund-Raising Initiative (FRI) becoming a National initiative, with mandatory approval by the SAMVO Entity National Executive. This

Standard Operating Procedure (SOP) is primarily applicable to all Regions within SAMVOA and may even be used as a guideline for Regional based local initiatives, as well as a guide in other Zones.

It is important to note that this SOP is to be used as a guideline by the Region conducting the initiative, it is however not that watertight to restrict initiative and common-sense. It has been developed to provide a standard playing field for all Regions at the National Level.

Initiative:

Initiatives may take on many forms; however, this SOP deals with the two major types of fund-raising initiatives that SAMVOA Regions are generally involved with, they being either of the following two categories:

- **Project** – a project where a Region has undertaken the development of a product of interest or the requisition of a finished product of interest to be sold as a fund-raising exercise.
- **Raffle** – the raffling of a single product or series of products as a fundraising exercise.

Regional based fund-raising initiatives are in most cases run autonomously within the Regions suited mainly to the particular region involved, driven by many factors, demographics and culture being the two main drivers. On occasion, a Project or Raffle may be of National interest and should therefore be handled by this SOP to ensure process; conformity, communication and conclusion whilst maintaining SAMVOA's integrity at all levels, National and Regional.

Before initiatives end up going National, they require approval to do so via either a National invite or Regional request; whichever approval is to be granted by SAMVOA's National Executive.

Initiation:

The initiation of the fund-raising initiative may be National or as in most cases Regional and generally run as a local Regional initiative. However, some Regional initiatives may spark National interest and may be escalated to a National incentive. Either way, somebody will be appointed to lead the initiative, very likely where the initiative was first introduced. In most cases it will very likely be the person whose idea the fund-raising initiative was in the first place.

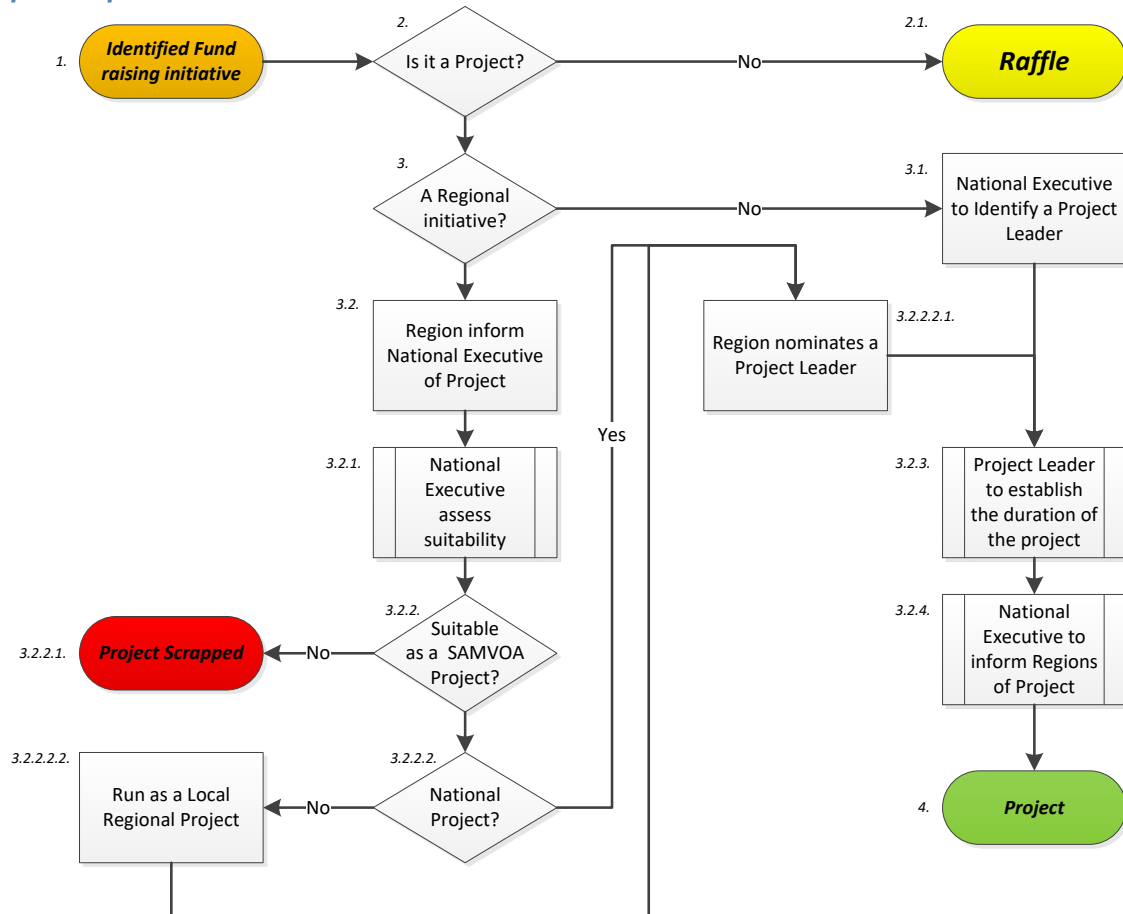
FRI Establishment process/steps:

As a general guideline the following process is what should, most likely happen with each fund raising initiative:

1. A fund-raising initiative is identified either by the National Executive and/or a Regional Executive(s), it is recommended depending on the nature of the initiative that a BP (Business Plan) and CBA (Cost Benefit Analysis) would have already been conducted to establish the feasibility of the said Initiative.
2. It is then decided whether the fund-raising initiative is either a Project initiative or a Raffle Initiative.
 - 2.1. If it is to be a Raffle then the Procedures pertaining to a **Raffle** (*see section entitled **Raffle process/steps***) should be followed, otherwise continue to the next step (step 3.)...
3. Is this a National Project or should it remain purely as a regional Project:
 - 3.1. If it is to be a National Project, the National Executive would identify and appoint a Project leader for the duration of the Project. The Project Leader in most cases would normally be the person whose initiative it may have been in the first place...
 - 3.2. If it is to be a Regional Project the Regional Executive will inform the National Executive of its intent to run a Project.
 - 3.2.1. The National Executive will assess the Project for suitability to ensure it is in keeping with SAMVOA Focus:
 - 3.2.2. The decision to be made is whether the project is in keeping with SAMVOA's focus and suitable to be run as a project:
 - 3.2.2.1. If it is not suitable, the Regional Executive either scraps the project or modifies it to be suitable as a regional Project...
 - 3.2.2.2. If suitable, then the decision needs to be made whether this project will be a National Project or not:
 - 3.2.2.2.1. If suitable, then the Regional Executive would nominate and appoint a Project Leader normally the person whose initiative it may have been in the first place. Follow on to step 3.2.3. ...

- 3.2.2.2. If not suitable the project will be run as a local project follow step 3.2.2.2.1. In this case the Project Leader will be Regional...
- 3.2.3. The Project leader would establish duration for the project and prepare an information flyer of sorts to be distributed to the various Regional Executives.
- 3.2.4. The National Executive as an Executive or via the Project Leader will inform the various regions of the project through the distribution of the information flyers.
4. The next steps to follow would be the Procedures pertaining to a **Project** (see section entitled **Project process/steps**).

Graphic Representation:



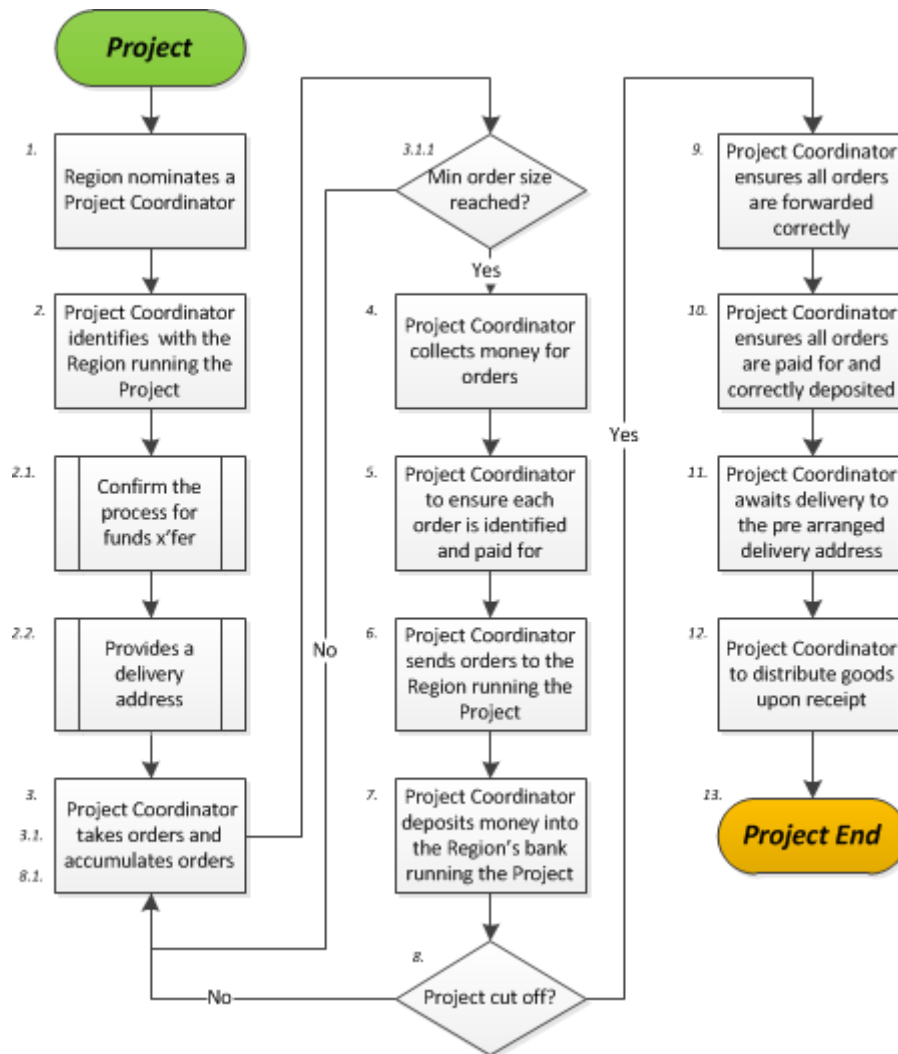
Project process/steps:

Once all Regional Executives have been informed of the intent to run a National Project, the following process is what should happen with each fund-raising Project:

1. Regional Executives will nominate and appoint a Project Coordinator for the region to liaise with the Project Leader.
2. The Project Coordinator will then identify and liaise with the Project Leader running the project:
 - 2.1. To confirm the process of fund transfers for payment and
 - 2.2. To provide a Regional delivery/forwarding address for the dispatch of products or whatever the project is to supply.
3. The Regional Project Coordinator(s) will need to establish the interest of the region to establish whether the minimum order/batch required, based on the initial CBA for project feasibility, will be reached. It is important to note each project will be different; however, in most cases a minimum batch size would probably be necessary because anything below the minimum batch size would end up being instead of a fund-raising initiative a fund losing exercise. The following steps are a suggestion only as each Region may want to handle their own process differently:
 - 3.1. The Project Coordinator may start accumulating orders on intent within their Region, then:
 - 3.1.1. If the required order/batch size(s) hasn't been reached, continue accumulating orders (step 3) until the minimum batch size is reached or better still exceeded...
4. Once the minimum batch size has been reached, the Project Coordinator should then begin collecting and accumulating payment for the orders.

5. The Project Coordinator is to ensure each order is properly identified with all the specified required relevant information and paid for via whatever means, for example the Regions standard payment process, as long as the required amount eventually ends up in the Region's Bank account running the project.
6. The Project Coordinator sends the required order details to the Project Leader.
7. The Project Coordinator deposits the money for the orders into the region's Bank account conducting the Project
8. If the Project end date has not been reached:
 - 8.1. Continue taking orders return to step 3.
9. Project Coordinator then ensures all orders have been received by the Region conducting the project by liaising with the Project Leader and comparing orders taken to orders registered.
10. Likewise, the Project Coordinator is to ensure all payment of their regional orders have been deposited into the bank account of the region conducting the order. This is done by liaising with the Project Leader and comparing deposit(s) with receipt(s).
11. Once the products ordered are ready for delivery the Project leader will then dispatch the products and inform the Project Coordinator. The Project Coordinator will await delivery of the goods at the predefined delivery address.
12. Upon receipt of the goods, the Project Coordinator will then distribute the goods to those who placed orders.
13. End of project.

Graphic Representation:



Raffle process/steps:

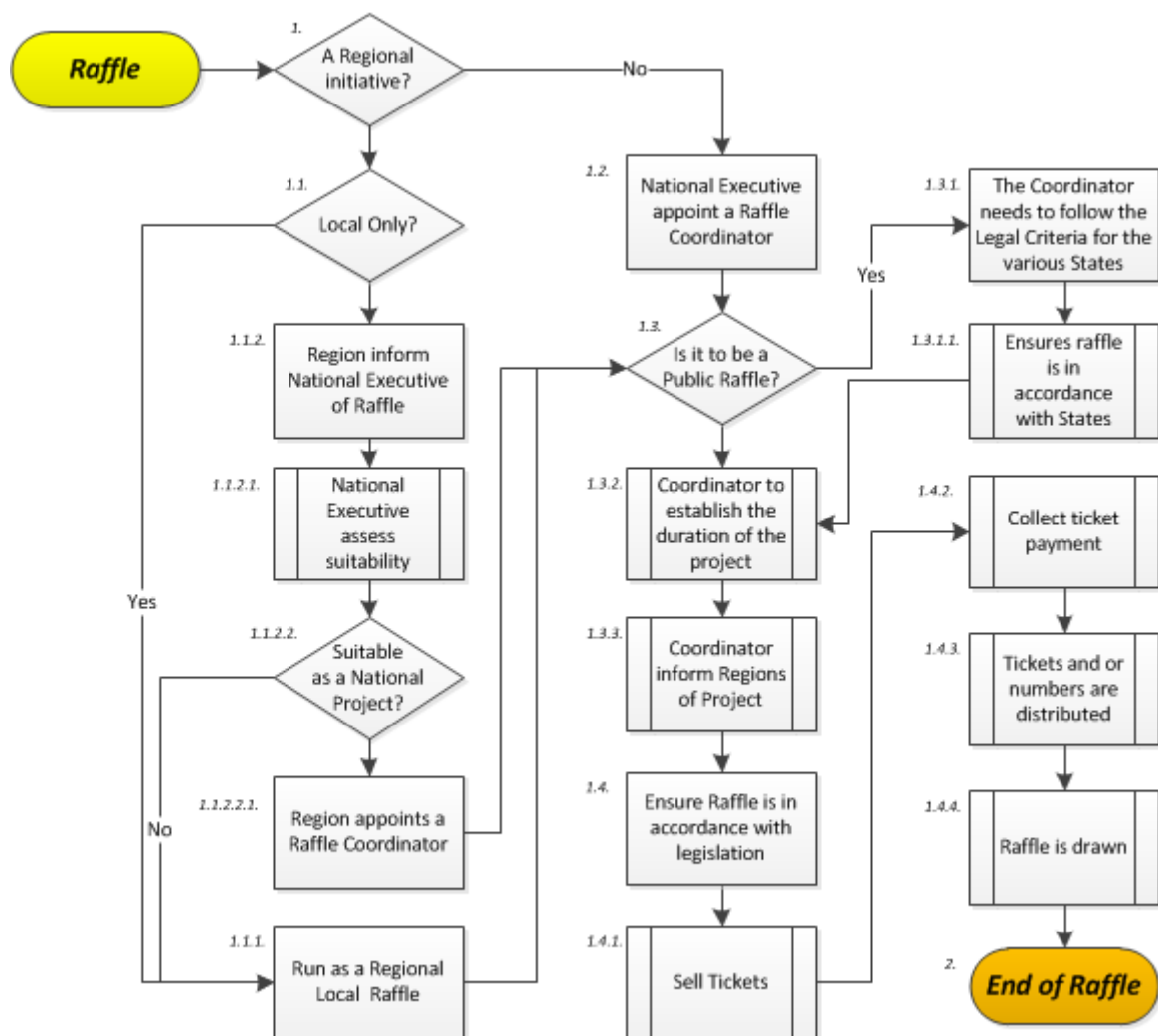
Legislation regarding raffles varies from state to state which will mean that if SAMVOA envisage running fundraising raffles open to the Public, it will then be mandatory to comply with the relevant fundraising legislation of each state. For local or organisation wide fundraising raffles, the basic rule of prize(s) and tickets prevail.

The basic steps being as follows:

1. Is the Raffle a Regional or National initiative?
 - 1.1. If it is a Regional initiative then the Raffle *may* be run only as a local raffle or it may be decided that it *may* also be of National interest:
 - 1.1.1. If it is to be a locally run raffle then run the raffle only as a Regional local raffle only. The Region may then decide to open the raffle to the general public of the region...
 - 1.1.2. If it is envisaged the Raffle *may* be of National Interest, then the regional Executive would need to inform the National Executive.
 - 1.1.2.1. The National Executive would then need to ascertain whether the Raffle is really of National interest and also is it in keeping with the SAMVOA focus and direction.
 - 1.1.2.2. If it is decided it is suitable to be run at a National level then:
 - 1.1.2.2.1. The Region will appoint a Coordinator to run the Raffle then proceed to step 1.3.
 - 1.2. If it is a National Initiative, the National Executive will appoint a Raffle Coordinator.
 - 1.3. Is the Raffle to be open to the Public:

- 1.3.1. If so, the Raffle Coordinator needs to check with the various State authorities regarding legislation and legal requirements pertaining to fundraising and raffles. Each State has different legislation and legal requirements regarding raffles and fundraising.
 - 1.3.1.1. Coordinator will ensure SAMVOA adheres to the various State requirements, before proceeding with the Raffle.
- 1.3.2. If the raffle is not open to the Public, then the Coordinator will establish the duration of ticket taking to the actual draw.
- 1.3.3. The coordinator will inform the relevant bodies or regions, depending on the nature of the raffle of intent providing information regarding ticket selling and payment.
- 1.4. If relevant the Coordinator will ensure the raffle is in accordance with State regulation.
 - 1.4.1. Tickets will then be sold.
 - 1.4.2. Collect payments
 - 1.4.3. Tickets and numbers will be allocated in accordance with raffle protocol.
 - 1.4.4. The raffle will be drawn and the prizes distributed in accordance with raffle protocol.
2. End of raffle...

Graphic Representation:



General Considerations concerning Raffles

Some basic requirements before considering running a raffle:

- Only non-profit organisations can hold raffles
- Tobacco based products, firearms, and cosmetic surgery prizes are banned
- Limits to liquor prizes with age restrictions to ticket buyers
- If you intend to sell tickets in a street or public place you may need permission from your local council and public liability insurance

- Every person who has purchased a ticket should have an equal chance of winning a prize.

Raffle Ticket Requirements

Some basic requirements required on tickets:

- A full description stating the nature and retail value of each prize
- The permit number obtained from your state authority (if required)
- The beneficiary and the purpose of the raffle
- A sequential number
- Any conditions attached to the prizes
- The date, time and location of the draw
- Where and when the results will be published

State/Territory Specific Details

The running of fundraising raffles by non-profits and charities is regulated by each state and territory in Australia. Summarised below are the main requirements for all states and territories that may be needed to take in to consideration when running a raffle by Region or Nationally. Also provided is a link to each State and Territory government department responsible for regulating raffles by state and territory.

Australian Capital Territory Raffle Regulations

The ACT Gambling and Racing Commission is the authority that regulates raffles in the ACT. The direct link to find more details is at:

[Http://www.gamblingandracing.act.gov.au/gambling/lotteries/raffles](http://www.gamblingandracing.act.gov.au/gambling/lotteries/raffles)

Notes:

- If you are a non-profit and the proceeds are less than \$500 (money raised less costs) you may be exempt.
- If you run a private raffle and it isn't advertised outside your club you might also be exempt.

New South Wales Raffle Regulations

The NSW Office of Liquor, Gaming and Racing is the authority that regulates raffles in New South Wales. For raffles with prizes under \$25,000 see:

http://www.olgr.nsw.gov.au/pdfs/gofc_fs_rraffles.pdf

- No permit is required but your raffle still needs to comply with above link
- The benefiting organisation must achieve a 40% profit
- If the total value of prizes exceeds \$5,000 the name and address of the purchaser must be legibly recorded
- Winners should be notified within 2 days of the draw
- If the total value of prizes exceeds \$5,000 the prize winners list must be published in a newspaper within 7 days of the draw
- Records should be retained for 3 months for raffles with total prizes under \$5,000 and 3 years for raffles with total prizes over \$5,000
- There is a detailed procedure to follow for unclaimed prizes

For raffles with prizes over \$25,000 (referred to as Art Unions) see:

http://www.olgr.nsw.gov.au/pdfs/gofc_fs_art_unions.pdf

- A permit is required from the NSW Office of Liquor, Gaming and Racing. Application form: http://www.olgr.nsw.gov.au/pdfs/gofc_fs_art_union_app.pdf.
- The benefiting organisation must achieve a 30% profit
- The tickets need to include the total number of tickets in the art union
- Records should be retained for 3 months and unsold tickets kept for 3 years

Northern Territory Raffle Regulations

The NT Department of Business is the authority that regulates raffles in the NT. The direct link to find more details is at –

<http://www.dob.nt.gov.au/gambling-licensing/gambling/lotteries/Pages/lotteries-raffles.aspx>

Notes:

- If you are a non-profit and the total value of tickets to be sold is under \$5,000 then no permit is required
- For raffles where the total value of tickets to be sold is over \$5,000 a permit is required

Queensland Raffle Regulations

The Office of Liquor and Gaming Regulation is the authority that regulates raffles in Queensland. The direct link to find more details is at –

<http://www.olgr.qld.gov.au/gaming/gaming-licences-and-permits/competitions-and-raffles>

Notes:

- Category 1 raffles (gross proceeds not more than \$2,000) don't need a permit
- Category 2 raffles (gross proceeds more than \$2,000 but not more than \$50,000) don't need a permit
- Category 3 raffles (gross proceeds more than \$50,000) you do require a permit

South Australia Raffle Regulations

The Department of Consumer and Business Services is the authority that regulates raffles in South Australia. The direct link to find more details is at <http://www.cbs.sa.gov.au/wcm/licensing-and-registration/lotteries/>

Notes:

- Minor Lotteries (total retail value of prizes under \$5,000) don't require a permit - full details at http://www.cbs.sa.gov.au/lottery/forms/Minor_Lottery_Conditions.pdf
- Major Lotteries (total retail value of prizes over \$5,000) do require a permit - full details at http://www.cbs.sa.gov.au/lottery/forms/Major_Lottery_Licence_Fact_Sheet.pdf

Tasmania Raffle Regulations

The Department of Treasury and Finance is the authority that regulates raffles in Tasmania. The direct link to find more details is at –

[http://www.treasury.tas.gov.au/domino/df/df.nsf/LookupFiles/Rules-Conditions-Raffles.pdf/\\$file/Rules-Conditions-Raffles.pdf](http://www.treasury.tas.gov.au/domino/df/df.nsf/LookupFiles/Rules-Conditions-Raffles.pdf/$file/Rules-Conditions-Raffles.pdf)

Notes:

- A permit is not required where the total retail value of prizes is under \$5,000

Victoria Raffle Regulations

The Victorian Commission for Gambling and Liquor Regulation is the authority that regulates raffles in Victoria. The direct link to find more details is at:

<http://www.vcglr.vic.gov.au/home/gambling/new+applicants/community+and+charitable+gaming/>

Notes:

- A permit is not required where the total retail value of prizes is under \$5,000
- You are required to have printed tickets if the prize value is \$500 or over

Western Australia Raffle Regulations

The Department of Racing, Gaming and Liquor is the authority that regulates raffles in Western Australia. The direct link to find more details is at –

http://www.rgl.wa.gov.au/ResourceFiles/ApplicationKits/Gaming/Standard_Lotteries.pdf

Notes:

- There are certain situations when a permit is not required where the value of prizes is under \$500, \$1,000 and \$2,000 (see link above for full details).

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