

Hannah's Voice Fundraising Policy

Purpose

The purpose of the Hannah's Voice Fundraising Policy is to establish a clear and accountable framework for the receipt, management and oversight of donations and fundraising activities, ensuring that all funds are administered lawfully, transparently and in alignment with Allied Justice's obligations as a registered charity.

Scope

The Hannah's Voice Fundraising Policy applies to all Allied Justice staff, volunteers and members.

Responsibilities

Executive: It is the responsibility of the Executive to ensure this policy remains aligned with relevant legal instruments, governance requirements and contractual obligations. It is the responsibility of the Executive to provide training and support to employees in the implementation of the policy.

Line Managers: It is the responsibility of line managers to maintain current knowledge of the policy and support direct reports in the implementation of the policy. It is the responsibility of line managers to implement the Policy as required.

Employees: It is the responsibility of employees to refer to and implement this policy.

Policy

Hannah's Voice is an initiative developed in consultation with Debbie & Glenn McGuire to honour the life and legacy of their daughter, Hannah McGuire, following her death in 2024. Hannah's Voice is focused on the prevention of family violence through education, community awareness and early intervention.

Individuals, community groups and businesses have expressed interest in making donations and undertaking fundraising activities to support the work of Hannah's Voice. Allied Justice is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC) and is subject to independent annual audit, providing an appropriate governance framework for the receipt and administration of these funds.

Donations

Individuals, community groups and businesses can donate funds via the Allied Justice website. Donations are made using PayPal, a secure payment gateway. The PayPal account is registered under

Ballarat & Grampians Community Legal Service and the Director of Finance and Operations is the registered account holder. The CEO and Communications Officer are both registered as authorised users with PayPal.

The administration of donated funds is the responsibility of the Director of Finance & Operations. Governance oversight will be provided by the Board of Directors via standard financial reporting. Independent oversight will be provided by the financial auditor appointed by the Board of Allied Justice.

Tax deductible receipts will be issued via PayPal.

Acknowledgement of thanks is the responsibility of the Stakeholder Engagement Manager. A summary of donations will be provided to the Executive on a monthly basis for operational oversight.

Where donated funds will be used for a specific initiative, this will be communicated on the website. Otherwise, a statement on the website will reference a general donation will be applied under the direction of the Hannah's Voice Steering Committee.

In circumstances where a community group or business is not able to donate via the website, they can liaise with our Director of Finance and Operations for direct debit into the nominated Allied Justice bank account. The Director of Finance and Operations will generate a tax deductible receipt. Other processes will apply.

Fundraising

Hannah's Voice is a legacy brand protected by a Memorandum of Understanding between Debbie & Glenn McGuire and Allied Justice. Allied Justice will be seeking to Trademark 'Hannah's Voice' to ensure the integrity of the brand is protected.

Allied Justice acknowledges the motivation for community activation and supports individuals, community groups and businesses fundraising to support the important work of Hannah's Voice.

To ensure the integrity of fundraising efforts, all fundraising efforts will need to be reviewed and approved by Allied Justice prior to commencement. A register of approved fundraising initiatives will be published on the Allied Justice website.

Fundraising initiatives that have official speeches will require an Allied Justice approved representative to attend and speak about Hannah's Voice.

Individuals, community groups or businesses developing marketing and social media content for fundraising initiatives will need to have this content approved by the Allied Justice Stakeholder Engagement Manager prior to publication.

Expenditure of funds

The expenditure allocation of all donations and fundraising monies will be the responsibility of the Hannah's Voice Steering Committee.

The Hannah's Voice Steering Committee comprises:

- Allied Justice Chief Executive Officer
- Allied Justice Director of Legal
- Allied Justice Director Integrated Services & Engagement
- Family and friends of Hannah McGuire nominated by Debbie & Glenn McGuire

At times, the steering committee will nominate a particular initiative for fundraising to be directed to. At other times, funds will be held until the steering committee determines a suitable initiative for the funds to be expended on.

When the steering committee determines how funds will be expended, it is the responsibility of Allied Justice to administer this in accordance with Allied Justice policies and procedures.

Related Policy Instruments

- Allied Justice Code of Conduct

POLICY REVIEW			
Review	Date Approved	Approved by	Next Review Due
1	9 July 2026	CEO	July 2027