

# Fundraising Guidelines

1. A “Fundraiser” means the individual/organisation holding the event on behalf of RIDBC. The fundraiser is not authorised to fundraise for RIDBC until a letter of authority has been issued. A letter will be issued when RIDBC is satisfied the event:
  - Will produce a reasonable return after expenses have been deducted
  - Reflects the values of RIDBC
  - Is not high riskIf you fundraise on behalf of any charity without a written Authorisation to Fundraise you will be operating outside of the law.
2. The fundraising activity will be conducted in the name of the Authorised Fundraiser and is the sole responsibility of the Authorised Fundraiser.
3. The “RIDBC” name cannot be used as part of your activities name as this would indicate an official RIDBC event. You are able to say that “all funds raised are to be donated to RIDBC.
4. “Authorised Fundraiser” means the individual/s holding the fundraising activity on behalf of RIDBC They will be the person/organisation named on the written Authorisation to Fundraise.
5. Because of the nature of our organisation and the high ethical standards under which we operate, there are some fundraising activities that we cannot be associated with – such as any fundraising activities that promote smoking or gambling. RIDBC is unable to provide public liability insurance to cover community fundraising activities.
6. The fundraising activity must meet the requirements of relevant laws and regulation.
7. The use of RIDBC name and logo, in any material associated with your activity, must be approved by RIDBC prior to printing and displaying. Please provide copies of all advertising/marketing and photographs, so we can keep a record of your activity and include your story in our newsletters, publications or website.
8. If the Authorised Fundraiser wishes to refer to or promote RIDBC they must refer to Royal Institute of Deaf and Blind Children the Authorised Fundraiser only has a right to raise funds on behalf of RIDBC but cannot state that they are RIDBC or representing RIDBC.
9. Due to limited resources RIDBC cannot undertake media relations for the Authorised Fundraiser.
10. If you wish to bank your funds raised directly into RIDBC’S bank account please contact RIDBC on 02 9872 0324. Please note it is a requirement of the Charitable Fundraising Act 1991 that you keep records of income and expenditure for your activity. When your activity is completed all fundraising money must be sent to RIDBC within 30 days.

\*RIDBC will provide you with a budget template. It is a requirement that expenses drawn from your income should not exceed 40% (although we find most fundraising events are well below this level) RIDBC will not pay any expenses incurred by the fundraiser. RIDBC expects the Fundraiser will take reasonable steps to ensure that the ratio between the amount of expenses and gross proceeds is fair and reasonable. RIDBC will provide you with a budget template.
11. RIDBC can provide general and Donation Tax receipts for approved fundraising activities. Tax-deductible receipts can only be issued to people donating \$2 or more. However, it is important that you understand the official guidelines we use for issuing receipts, so you provide correct information to people who support your efforts.

## You need to understand:

- When a receipt can be issued, and to whom. The following are not tax-deductible: ticket purchases (eg raffle), entry to a fundraising activity, donations of good or services, auction purchases. That is, anything where the person gets something in return for giving
  - Tax-deductible receipts can only be issued in return for a straight donation, that is, when the donor receives no benefit
12. If you have any queries about your application, please contact the Community Fundraising Executive.
  13. Send the proceeds of the fundraising activity, together with any relevant correspondence to the RIDBC within 30 days of the conclusion of the fundraising activity. Please contact you’re Community Fundraising Executive for the banking details.

