

Community Fundraising Guidelines

Thank you for choosing to fundraise on behalf of the Royal Flying Doctor Service (RFDS). The generous support of the community helps RFDS continue to provide the finest care to the furthest corners of Australia.

These guidelines have been developed to assist groups and individuals that are planning fundraising events on behalf of RFDS VIC and provide the basis in which an event / activity can be organised. By completing and returning a signed copy of the Community Fundraising Registration Proposal, these terms and conditions will form the basis of any dealings between RFDS VIC and the Fundraiser in relation to the fundraising event / activity.

Please read these guidelines when planning and before undertaking your activity.

These guidelines have been developed to assist you to understand your obligations as a fundraiser, and what RFDS VIC can and cannot provide to support individuals and groups wishing to fundraise for our behalf. This will ensure that your fundraising initiative or event complies with Victorian fundraising legislation. The Fundraiser must ensure that the activity is run in accordance with relevant Victorian charity legislation and must obtain any permits, authorities and licenses required.

We are here to assist you as much as possible and can provide guidance on these matters so you enjoy your fundraising experience! We can work through the event details with you and can point you towards the relevant contacts!

Community Fundraising for Royal Flying Doctor Service

Thank you for nominating the Royal Flying Doctor Service to receive the proceeds of your upcoming fundraising activity.

Will help support your event by:

- Offering advice and expertise on event planning and fundraising.
- Providing you with a Letter of Authority used to validate the authenticity of the event.
- Promoting your event on the RFDS website and intranet.

Authorization

All individuals, groups or organisations who wish to fundraise on behalf of RFDS must register with us. This will ensure that your fundraising initiative or event complies with Victorian fundraising legislation.

1. Please read these **Community Fundraising Guidelines**
2. Sign and return to the address below one copy of the **Community Fundraising Registration Form**
3. Please submit details of your fundraising initiative/event to RFDS for approval
4. On approval, we will send you an **Authorisation Letter** authorising you to fundraise on behalf of RFDS. This verifies that you are fundraising on our behalf when soliciting donations, support or gifts-in-kind.

Due to the nature of our organisation, a number of events are deemed unsuitable for the RFDS to be associated with. The RFDS does not endorse any events or activities that involve: telemarketing, door knocking, open bucket collections, violent or dangerous activities or any unlawful activity.

RFDS reserves the right to decide whether or not a fundraising event can take place, and can withdraw approval for the fundraising activity at any time if it believes any aspect of the proposed fundraising activity no longer fits within its fundraising guidelines.

The Laws of Fundraising

The fundraiser/event will be conducted in the fundraiser's name and is the sole responsibility of the fundraiser. The fundraiser will agree to release the RFDS to the fullest extent permissible under the law for all claims and demands of any kind, in any way associated with the event, and indemnify the RFDS for all liability or costs that may arise in respect of any damage, loss or injury occurring to any person in any way associated with the event caused by the breach of these guidelines, or of negligence.

The RFDS is unable to provide public liability insurance cover to community fundraisers. It is the fundraiser who is responsible for obtaining public liability insurance. Should it not be obtained, reference needs to be made of this in writing to the RFDS with an explanation of why insurance is not required.

Sponsorship & Promoting the Event

1. The fundraiser must not approach the national or state office of any company for sponsorship without prior approval from RFDS VIC. Although this policy may appear restrictive, it is very important as the company or group may already support us. It can appear unprofessional if a company is approached more than once, and approaching a national or state office may hinder any ongoing negotiations for a major sponsorship of the RFDS.
2. Due to resource constraints, RFDS staff are unable to take on a coordination role in the fundraiser/event or assist in soliciting prizes, sponsors or providing goods and services to assist in the running of a fundraising activity. Naturally, if we do have some goods on hand that may serve as prizes we are more than happy to provide these to you.
3. The RFDS cannot undertake media relations for the Fundraiser. Media Guidelines will be provided upon request.
4. The Fundraiser must specify that the event is "Proudly supporting the Royal Flying Doctor Service" or "Proceeds supporting the Royal Flying Doctor Service" and must not imply a partnership.
5. If the fundraiser wishes to use the RFDS name or logo on any material or products, the fundraiser must obtain prior permission from the RFDS. All printed material, including media releases, must be approved by the RFDS before being printed or circulated.

Financial Aspects

1. All funds raised must be sent directly to the RFDS and may not be shared with another charity or organisation without prior agreement. If members of the community donate to a fundraising activity which identifies the RFDS as the beneficiary it is illegal for funds to be donated elsewhere.
2. All funds must be sent to the RFDS within 28 days of completion of the fundraiser/event. Please arrange to deposit the funds directly into our bank account. We can provide a Banking Deposit details form with the relevant banking details.

3. The fundraiser must not incur any expenses in the name of the RFDS. Events and fundraising activities often incur various expenses. These expenses must be covered through sponsorship and/or private support. Donation monies cannot be used to cover expenses. If donation monies were used to cover expenses it is misleading the donor as:
 - Their donation would not be received by the RFDS
 - Their donation would not be tax-deductible as it is no longer classified as a donation but as income to off-set expenses
4. The fundraiser must comply with the basic obligations of the Charitable Fundraising Act and Regulations such as:
 - Provide the RFDS with a fairly accurate estimate of the income and expenses associated with your fundraiser/event prior to the event taking place
 - Keep accurate financial records
5. The RFDS can provide official receipts for approved fundraisers/events. Tax deductible receipts can only be issued to people *donating* \$2.00 or more. Please note that a tax deductible receipt cannot be issued when the supporter has received goods or services in return for their support, eg raffle tickets, entry to an event, donations of goods or services, auction purchases.
6. Upon request RFDS will provide receipts slips and a summary sheet. It is the responsibility of the Fundraiser to ensure these are filled in and returned to RFDS for processing. For large donations (generally over \$100) RFDS would like to send the donor a personalised thank you, please provide contact details where possible. We can discuss the best way to manage donation receipts and credit card donations.

The RFDS reserves the right to withdraw approval to fundraise should it be necessary to protect the reputation of the RFDS. In this situation, fundraising and promotion must cease immediately and all monies raised must be remitted to the RFDS immediately.

If you have any questions about your fundraising event or activity, please contact:

RFDS Victoria
PO BOX 7027, Richmond VIC 3121
Tel: 03 9429 6344
Fax: 03 9429 8311
Email: info@rfdsvic.com.au
www.flyingdoctor.org.au

THANK YOU for supporting the Royal Flying Doctor Service – your important contribution will help to keep the Flying Doctor Flying, 24 hours a day, 7 days a week.