

Fundraising Guidelines and Responsibilities

The Royal Flying Doctor Service (RFDS) appreciates your support and the effort that goes into fundraising activities and events. We hope the experience is rewarding for our supporters and fundraisers.

The fundraising guidelines have been developed to provide information on the obligations of both the fundraiser and the RFDS to with our Charitable Status and Fundraising Legislation.

Prior to completing your **Proposal to Fundraise** application, and to eliminate any confusion, please take the time to read and understand the information provided.

If you have any questions please do not hesitate to contact **Michelle Grant, Local Area Marketing Coordinator, on 08 9417 6410 or email: michelle.grant@rfdswa.com.au**

Charitable Status

The Royal flying Doctor Service abides by and complies with the obligations and regulations under the Charitable Collections Act 1946.

Authority to fundraise for the RFDS

- 1) The RFDS is required to approve and authorise all volunteer fundraising activities. Once your fundraising activity is approved. The RFDS will send you a letter confirming your **Authority to Fundraise**.

This document can only be issued when:

- A detailed and signed Proposal to Fundraise form has been received by the RFDS
- The fundraising activity has been confirmed as fitting with the aims and values of the RFDS
- The fundraising activity has been confirmed by the RFDS as not holding high risk
- The fundraising activity has met the requirements of relevant laws and regulations.

If you fundraise on behalf of any charity without written **Authority 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**. The RFDS may not always be able to take a coordination role in all the fundraising activities and its officers cannot assist in soliciting prizes, organising publicity or providing goods and services to assist the **Authorised Fundraiser** in the running of the fundraising activity.
- 3) "Authorised Fundraiser" means the individual(s) holding the fundraising activity in support of the RFDS. They will be the person(s)/organisation named on the written **Authority to Fundraise** form.
- 4) If the Authorised Fundraiser wishes to refer to, or promote the RFDS, they must refer to the RFDS as the "Royal Flying Doctor Service". The **Authorised Fundraiser** only has a right to raise funds on behalf of the RFDS but cannot state that they *are* the RFDS or *representing* the RFDS.

Suggested wording:

- *Proudly supporting the Royal Flying Doctor Service*
 - *Funds raised go to support the work of the Royal Flying Doctor Service.*
- 5) Due to the nature of our organisation and the high ethical standards under which we operate, there may be some fundraising activities that we cannot be associated with.
 - 6) The RFDS Public and Products Liability Insurance will cover Authorised Fundraising activities. However please note RFDS Public and Products Liability Insurance does not cover activities involving the following: horses, cars, motorbikes, aircraft, boats.
 - 7) The RFDS reserves the right to withdraw its approval for the fundraiser/event at any time.

Marketing and Advertising

- 1) If the Authorised Fundraiser wishes to utilise the RFDS name and/or logo on any materials or products, the Authorised Fundraiser must obtain prior permission from the RFDS.

Guidelines on how to use the RFDS logo will be supplied upon request.

All printed material, including media releases, must be approved by the RFDS. Printed material must be forwarded to us for approval prior to being produced or circulated.

- 2) Permission for logo use will attract conditions negotiated between the RFD and Authorised Fundraiser if the use of the logo is for product or service marketing.

Funds Raised

- 1) Proceeds of the fundraising activity, together with any relevant correspondence, need to be sent to the RFDS within 14 days of the conclusion of the fundraising activity.
- 2) Funds raised for the RFDS can either be banked, sent or delivered directly to the Service. If you wish to deposit any funds raised directly into the RFDS bank account, you must use your assigned Authority Number in the description reference. This ensures money deposited is credited to the correct Authorised Fundraiser.

BankWest

BSB: 306 010

Account no: 5313554

Description: Authority Number

If you wish to send your funds by post, please send a cheque, money order or credit card details to:

Michelle Grant

Local Area Marketing Coordinator

Royal flying Doctor Service

3 Eagle Drive

Jandakot WA 6164

- 3) As an RFDS Authorised Fundraiser you will have certain record keeping and reporting requirements.
If your event includes a Standard Lottery Raffle you are responsible to comply with Department of Racing and Gaming terms and conditions of the permit.
The RFDS reserves the right to request any financial information associated with the fundraising activity.
- 4) The RFDS will provide official receipts for approved fundraising activities. Tax-deductible receipts can only be issued to donors donating \$2 or more.
- 5) The RFDS cannot issue separate receipts for the Authorised Fundraiser to distribute to individuals. If a donor requires a receipt, request a copy of the **RFDS Sponsorship/Donation Form** and return it to the RFDS so the receipts can be issued to donors.

The following **are** tax deductible:

- straight donations, i.e. when the donor receives no benefit.

The following are **not** tax deductible:

- ticket purchases (e.g. raffle)
- entry to a fundraising activity
- donations of goods or services
- auction purchases.