

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 comply with our Charitable Status and Fundraising Legislation.

Prior to filling in 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 Jayne Northover, Events and Sponsorships Coordinator on 94176408 or email: Jayne.northover@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 mail you a letter giving confirmation of 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 or 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/ 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) Because of 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 RFDS Fundraising activities, however, please note RFDS Public and Products Liability Insurance does not cover activities involving the following; Horses, Motor Bikes, Cars, Aeroplanes, 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 are 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 printed or circulated.
- 2) Permission for logo use will attract conditions negotiated between the RFDS and the 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 be either be banked, sent or delivered directly to the Service. If you wish to bank your funds raised directly into the RFDS bank account you must use your Authority Number in the description reference. This ensures money deposited is credited to the correct Authorised Fundraiser.

BankWest
BSB **306 010**
Account # **5313554**
Description **Authority Number**

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

Jayne Northover
Events and Sponsorships Coordinator
Royal Flying Doctor Service
3 Eagle Drive
JANDAKOT WA 6164

- 3) As an RFDS Authorised Fundraiser you have certain record keeping and reporting requirements. If your event includes a Standard Lottery Raffle you are responsible to the Department of Racing and Gaming to comply with terms and conditions of the permit.
The RFDS reserves the right to request any financial information associated with the fundraising activity.
- 4) The RFDS can provide official receipts for approved fundraising activities. Tax-deductible receipts can only be issued to people donating \$2 or more.
- 5) The RFDS never issues receipts to Authorised Fundraisers individuals to give out. If someone requires a receipt request a copy of the **RFDS Sponsorship/ Donation Form** and send it back to the RFDS office so we can issue receipts to donors.

*The following are **not** tax-deductible:*

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

*The following **are** tax-deductible:*

- Tax-deductible receipts can only be issued in return for a straight donation, that is, when the donor receives no benefit