

Community fundraising guidelines



Thank you so much for your interest in helping to raise funds to support the work of Diabetes Tasmania. As a charity, we rely heavily on fundraising initiatives to continue our work to reduce the impact of diabetes and to support Tasmanians affected by all types of diabetes and those at risk.

To help make your fundraising event a success and to ensure it meets relevant legal obligations please read these guidelines, which outline your responsibilities in organising fundraising activities or events for Diabetes Tasmania.

Fundraising is great way to make difference, so a big thank you for your support!

How to start ...

Step 1

You need to decide what type of fundraising event you would like to run. We are happy to help with ideas!

Step 2

After you have read through these guidelines complete the Community Fundraising Registration Form and return to us. Details are on the form.

Step 3

We will send you a letter of authority letting you know we are happy for you to go ahead with your fundraiser. This letter is also useful to show when seeking donations and possible prizes. It lets people know that this is a legitimate fundraising activity and you are supporting a charity organisation.

Step 4

Promoting the event is very important and we can assist in ways such as placing posters in our offices and letting followers know on Facebook and Twitter.

Step 5

Organise and run the event, which we are sure will be a great success. If you are looking at using a fundraising website such as Everyday Hero, we are happy to help you set this up.

Step 6

Please send any funds raised, with the required paperwork, back to Diabetes Tasmania, within 28 days of your completed event.

Your responsibilities as a fundraiser

Any person, organisation or group (referred to as the Community Fundraiser) who seeks to fundraise for Diabetes Tasmania, accepts the following responsibilities.

1. Before your fundraising activity can proceed, the Community Fundraising Registration Form needs to be submitted to Diabetes Tasmania. You will receive a letter of authority, advising that you are successful in being able to fundraise on behalf of Diabetes Tasmania.
2. The event must be conducted in the Community Fundraiser's name. That person(s) will be solely responsible for running and managing the fundraising event in an appropriate and responsible way.
3. The Community Fundraiser must ensure that they are compliant with any state fundraising legislation or local regulations and should ensure that any permits, authorities, insurances or licenses are secured for the event. If you are unsure of any regulations and want to know we can provide you with information and offer advice.
4. The Community Fundraiser is not permitted to conduct door-to-door, street or telephone approaches to the general public for donations in connection with the event.
5. Children under the age of 16 years must be accompanied by an adult during any form of fundraising for Diabetes Tasmania.
6. The Community Fundraiser agrees to release Diabetes Tasmania from any claims associated with the event and will indemnify Diabetes Tasmania for any liability of costs that may arise in respect to damage, loss or injury occurring to any person associated with the event, caused by breach of responsibilities or negligence.
7. Ethical considerations will be taken into account when receiving applications. The nature of our work and our organisation purpose prevents Diabetes Tasmania from being associated with or endorsing certain activities.
8. Diabetes Tasmania reserves the right to terminate support for the community fundraising activity at any time, if there is any likelihood of the Community Fundraiser failing to meet the above responsibilities.

Use of the Diabetes Tasmania logo and name

Use of the Diabetes Tasmania logo and name is strictly controlled to ensure integrity is maintained. Any use of the logo and name must be approved.

If permission is granted, the fundraiser must not alter, reproduce or amend the logo in any way that breaches the integrity of the trademark design.

Diabetes Tasmania will supply approved logo files for the purpose of the fundraiser.

The use of the name 'Diabetes Tasmania' cannot be used as part of your events name, as this implies it is an event being conducted by Diabetes Tasmania. You are able to state, however that funds raised are being donated to Diabetes Tasmania. Suggested wording includes:

- Proudly supporting Diabetes Tasmania
- Funds raised will assist Diabetes Tasmania

Media

Unless agreed, Diabetes Tasmania cannot undertake media relations on behalf of the Fundraiser but may provide advice on producing media materials. Please notify Diabetes Tasmania if you intend to approach the media regarding your event. All printed materials, including media releases must be approved by Diabetes Tasmania.

Money management

The financial aspects of fundraising, record keeping and management of the fundraising event are the sole responsibility of the Community Fundraiser. This is a legal requirement of the *Collection for Charities Act 2001*.

Diabetes Tasmania cannot pay expenses incurred by the Community Fundraiser, however any necessary costs of organising the event may be deducted from funds raised, provided these are documented and considered fair and reasonable.

Funds raised for Diabetes Tasmania cannot be used to make a donation to another organisation.

Diabetes Tasmania can provide official receipts for donations towards approved fundraising events. Tax deductible receipts can only be issued to people donating money of \$2.00 or more, where the donation is a gift. This means the donor received nothing of material value in return.

The Community Fundraiser must keep a register of all attendees/supporters eligible for a tax deductible receipt.

Any financial loss the event incurs is the responsibility of the Community Fundraiser.

All GST associated with the cost of fundraising is the responsibility of the Community Fundraiser.

Although Diabetes Tasmania cannot take responsibility for the financial management of your event we can assist you in various ways such as advice on budgeting, record keeping, setting up an online fundraising page (depending on your event) and reconciliation of the funds at the completion of the fundraiser.

Sending funds to Diabetes Tasmania

Once your fundraiser is complete please complete the Summary Form and send back to Diabetes Tasmania with funds raised, any receipt books used and other materials. This should be done within 28 days following completion of the event.

Funds raised can be deposited via cash/cheque at our offices, any Commonwealth Bank Branch or via direct deposit.

Hobart Office

Level 7, 152 Macquarie Street
HOBART, 7000

Launceston Office

64 Cameron Street
LAUNCESTON, 7250

Bank Deposit Details

Bank: Commonwealth Bank Australia

BSB: 067000

Account: 10850372

Account Name: Diabetes Australia – Tasmania

If you have any queries regarding financial reconciliation, please don't hesitate to contact us on 03 6215 9000 or call in at Level 7, 152 Macquarie Street, Hobart.

If you have any further queries please contact, Ange Headlam – Fundraising and Marketing Coordinator via email aheadlam@diabetestas.org.au or phone 6215 9000.

Thank you so much for your support, it is very much appreciated