

Community Fundraising Guidelines

Thank you for your interest in raising funds to assist the Royal Flying Doctor Service Central Operations. The RFDS is a not-for-profit organisation and relies on bequests, fundraising and donations from the community to purchase new 'flying intensive care units' - at a cost of more than \$7 million each.

The RFDS greatly appreciates the support of the groups, organisations, businesses and the wider community. To help you develop your fundraising activity, we have put together some guidelines that need to be adhered to in order to protect all involved.

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

1. These conditions provide the basis for conducting a fundraising activity on behalf of the Royal Flying Doctor Service (RFDS). If accepted, by signing and returning the Community Fundraising Registration and Proposal Form, these conditions will form the basis of any dealings between the RFDS and the Fundraiser in relation to fundraising activities.
2. "Fundraiser" means the individual or organisation holding the fundraising event or activity on behalf of the RFDS. Fundraisers do not represent the RFDS but are acting on their behalf to raise funds that will be forwarded to the RFDS.
3. 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.
4. The Fundraiser must abide by all State/Territory charities legislation and must apply for permits and authorities that may be required. You should seek guidance from the RFDS on this matter. This is inclusive of all raffles, bingo, vending tickets, games of chance or any public appeal. Each State has different legislation. It is the responsibility of the Fundraiser to review and ensure compliance with the relevant legislation. Copies of all permits must be submitted to the RFDS prior to undertaking fundraising activities.

5. Minor Lottery (Raffles)

The new rules with which an Association must comply in regulation to conducting a Minor Lottery (raffle) are follows:

- Value of all prizes in the raffle must be not less than 20% of the total face value of all tickets in a draw (i.e. minimum \$200 in prizes in order to sell \$1000 in tickets).
- You must keep accurate records of:
 - The distribution of all prizes to the prize winners and details of any unclaimed prizes and the manner in which they were dealt;
 - The gross proceeds of the lottery;
 - The administration cost (i.e. ticket printing etc.) of conducting the lottery; and,
 - Any unsold tickets

If tickets in the lottery are to be sold before the day on which the lottery is to be drawn, or sold at places other than the location at which the lottery is to be drawn:

- Each ticket and ticket butt must have the fundraiser's information who is conducting the lottery, plus the date, location and time of the drawing of the lottery, clearly printed on it;
- The butt of each ticket sold in the lottery must have the name and address (or telephone number) of the purchaser of the ticket clearly written on it; and
- The lottery must be drawn on the day and at the location and time so specified

You may use generic (plain) raffle books when you hold a raffle at an event and all of the tickets are sold, collected and drawn on the same day.

6. 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.
7. A Community Fundraising Registration and Proposal Form must be completed and returned to the RFDS before commencing any fundraising activities. The Fundraiser is not authorised to use the RFDS name or logo as the beneficiary charity until an „authority to fundraise“ has been issued by the RFDS.
8. Any person or organisation fundraising for the RFDS is required to have an „authority to fundraise“. The RFDS will issue the authority confirming involvement when:
 - A written and signed application has been received
 - The RFDS is satisfied that the event will produce a reasonable return after expenses have been deducted
 - The RFDS is satisfied that the activity fits with the aims and values of the RFDS
 - The RFDS is satisfied that the activity is not high risk

9. Fundraisers must provide a clear written description of the proposed activity, its duration and the individuals or group organising it on the Community Fundraising Registration and Proposal Form. A detailed proposal / event plan is required for any physical endurance events (e.g. cycling across a State etc.). This proposal must include details such as route, timing/duration, sponsorship, insurance, support team, risk mitigation strategy, prior experience and budget.
10. 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.
11. The Fundraiser must not approach the national or state office of any company for sponsorship without prior approval from the RFDS. 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.
12. 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.
13. Please remember that the fundraiser/event will not be the RFDS' fundraiser/event, but a fundraiser / event to raise funds to donate to the RFDS. All publicity in reference to the fundraiser/event should clearly state that the event is being organised by yourself or your group. It must be made clear in all promotional material that the RFDS is the beneficiary. Wording such as "Proudly supporting the Royal Flying Doctor Service" or "Proceeds supporting the Royal Flying Doctor Service' should be used.
14. If the Fundraiser wishes to use the RFDS name and/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. Permission to use the logo will attract conditions and a minimum donation amount may have to be guaranteed.
15. 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.

16. All funds must be sent to the RFDS within 4 weeks of completion of the fundraiser/event.
17. The Fundraiser must not incur any expenses in the name of the RFDS.
18. 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
19. The Fundraiser must comply with the basic obligations of the Charitable Fundraising Act and Regulations such as:
- Provide the RFDS with an estimate of the income and expenses associated with your fundraiser/event prior to the event taking place
 - Keep accurate financial records
 - All proceeds of the fundraiser/event held in the RFDS" name and details of actual income and expenditure must be returned to the RFDS within 4 weeks of completion of the fundraiser/event
20. The RFDS can provide official receipts for approved fundraisers/events. Tax deductible receipts can only be issued to people *donating* \$2.00 or more. The Fundraiser is responsible for the correct use of receipt books, in particular:
- Issuing receipts for *donations* only. The following are not tax-deductible: ticket purchases (e.g. raffle tickets), entry to an event, donations of goods or services, auction purchases
 - Returning all official receipts (used and unused) to the RFDS
 - Reconciliation of funds
21. 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 our Community Fundraising Specialist, on 08 8238 3340.

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.