



ARRC Fundraising/Event Guidelines

These guidelines have been developed to assist groups and individuals that are planning fundraising projects to benefit Autoimmune Resource and Research Centre (ARRC).

These guidelines provide the basis for a fundraiser-event to be organised by the Community Fundraising Event Coordinator (CFR Coordinator) on behalf of Autoimmune Resource and Research Centre (hence forth known as ARRC).

The CFR coordinator, if the fundraising event is accepted as an official ARRC fundraising event would become an official Friends of ARRC Volunteer for the event proposed.

The CFR Coordinator should read this document and if agreement they should sign and date the agreement document and submit the agreement document along with a proposal to:

Executive Officer
Autoimmune Resource and Research Centre
Pathology Building, John Hunter Hospital
Locked Bag 1
HRMC NSW 2310

The terms and conditions stated within this guideline document will form the basis of any dealings between ARRC and the CFR Coordinator in relation to the proposed fundraiser/event.

Organising the Event

- The fundraiser/event shall be conducted in the CFR Coordinator's name and is the sole responsibility of the CFR Co-ordinator. ARRC is not able to take a coordination role in activities.
- The CFR Co-ordinator is defined as the individual or organisation holding the fundraiser/event on behalf of ARRC.
- If you have a business, you may wish to donate a percentage of sales over a period of time to ARRC. It is essential that the percentage amount to be donated is displayed on all printed materials relating to the promotion. You will need to contact ARRC to make an arrangement that satisfies ARRC and Office of Liquor, Gaming and Racing guidelines for working with a trader, and additional paperwork must be completed.
- Assistance to the CFR Coordinator in the running of the fundraiser/event will be given with advertising events through ARRC based databases and Newsletters. In addition, if required, (and possible due to staff commitments) ARRC staff can be present on the day of the event to acknowledge the CFR Coordinator and to raise awareness of autoimmune illness and ARRC related activities.

Please note: it is not mandatory to have an ARRC employee representative present as the CFR coordinator if the fundraising event is accepted as an official ARRC fundraising event would become an official Friends of ARRC Volunteer for the event proposed.



Authorisation

- If the fundraising event proposal has been successful, notification will be sent by post. ARRC will issue you with an event number, which should be used in correspondence with ARRC and within advertising, raffle tickets and documentation associated with the fundraising event.
- Fundraising in New South Wales and any person or organisation undertaking fundraising must, by law, have an 'authority to fundraise' letter. ARRC will send the CFR Co-ordinator such an authorisation (sanction) letter confirming ARRC's involvement when:
 - We have received a written and signed proposal
 - We are satisfied that the CFR Coordinator will supply ARRC with a record of income and expenditure, with supporting receipts and invoices, after the fundraiser/event's conclusion.
 - We are satisfied that the fundraising activity fits in with the aims and values of ARRC.
 - We are satisfied the fundraising activity has all appropriate licenses and insurances.
 - The CFR Coordinator is not authorised to use ARRC as its beneficiary charity unit until it has received the 'authority to fundraise' letter. Permission to fundraise is issued for a finite period, no longer than 12 months, and following the fundraiser/event the 'authority to fundraise' letter must be returned to the ARRC office, along with the record income and expenditure and accompanying receipts, and any used or unused receipt books, raffle books and ID badges.
- The CFR Coordinator's arrangements for the fundraiser/event should be planned with the approval of ARRC. ARRC expects a reasonable level of liaison and information about the fundraiser/event.

Upholding Autoimmune Resource and Research Centre's Standards

Because of the nature of our organisation and the high ethical standards under which we operate, we cannot be associated with some events. It is important to decide whether the fundraiser/event corresponds with ARRC's health messages and values.

Please consider your fundraising event in relation to the following health issues: Smoking, sun exposure, healthy diet and alcohol consumption.

ARRC is unable to provide public liability insurance cover for CFR fundraising events and/or Coordinators.

Fundraising events that involve activities which have a high level of adverse risk, such as:

- Aerial risks e.g. parachuting, paragliding, bungee jumping;
- Amusement rides;
- Animals or animal rides e.g. rodeos;
- Motor vehicle and motorbike racing, including car rallies;
- Marine risks (any activity on the water including swimming);
- Use of firearms or fireworks;

can only be endorsed as an ARRC fundraising event if the CFR Coordinator provides evidence of public liability insurance to cover themselves and their participants.



Promoting the event

- If the Coordinator wishes to utilise ARRC name and /or logo on any materials or products, the CFR Coordinator must obtain permission from ARRC. Copies of each piece of printed material, including media releases, must be sent to ARRC either by post or via electronic correspondence. ARRC may ask the CFR to alter material to meet ARRC values and image portrayed within its professional and community setting. Printed material must be forwarded to ARRC for approval prior to being printed or circulated.
- Due to limited resources, ARRC cannot undertake media relations for the CFR Coordinator. Media guidelines will be provided if the proposal is successful. ARRC can advertise events within its own network utilising databases, newsletters and website, however external print and TV should be organised by CFR or fundraising committee. In addition, ARRC can also provide to the CFR a limited but not extensive list of contacts within this media network.

Fundraising and the law

The Charitable Fundraising Act and Regulations have many obligations built into charitable organisation and Not for Profit approvals. These include the following:

- Provide ARRC with an accurate record of the income and expenses associated with your fundraiser following the fundraiser/event.
- Keep accurate financial records, including the retention of receipts and invoices.
- Where expenses will need to be deducted from the gross income of the event set up a separate bank account that mentions ARRC's name. ALL funds are to be banked into this separate bank account, and expenses and expenses can only be drawn out after all the money has been banked. The account must be closed after your event. Monies raised should be banked directly into such a bank account or into ARRC's own bank account using a deposit/slip. All accounts opened for community fundraising purposes must have two signatories, approved by ARRC, to authorise payments relating to the event.
- Money raised, the 'authority to fundraise' letter and details of your actual income and expenditure must be returned to ARRC within four weeks of the fundraiser/event.
- For fundraising purposes, a child is anyone the age of 15 years. The minimum ages for children participating in an appeal (event) as a volunteer or receiving payment are 8 years and 13 years respectively.
- The fundraiser/event must meet requirements of relevant laws and regulations.
- The financial aspects, fundraising, raffles, record keeping and management of the fundraiser/event are the responsibility of the CFR Coordinator, and the CFR Coordinator must comply with the Charitable Fundraising Act and Regulations. Non-compliance with these regulations may jeopardise ARRC's right to fundraise and Charitable Organisation status.
- The information you give ARRC will be available to the Office of Liquor, Gaming and Racing on request.

Record Keeping & Banking

- Basic tips for record keeping: A simple way to keep track of the financial details of your event is to keep a folder with individual plastic sleeves to keep the agreed proposal, approvals, insurances, receipts, bank deposit stubs, cheques donated, donor pledge/tally sheets. Make notes on the back of receipts if it is unclear as to what that money paid for.
- ARRC cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your events, provided they are properly documented, and the total amount is initially deposited into the bank account.



- ARRC can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of \$2 or more. All receipt and raffle books must be returned, whether completely or partially used, to ARRC within four weeks of the fundraiser/event's conclusion along with all ID badges used as part of the fundraiser/event. They are legal and auditable documents, and are the responsibility of the CFR Coordinator. Failure to adhere to fundraising legal requirements may jeopardise ARRC's status as a charitable organisation and right to fundraise. If a receipt book cannot be located, the CFR Coordinator must provide a signed affidavit stating that it has been lost. ARRC will provide the CFR Coordinator with complete guidelines for using receipts. It is the responsibility of the CFR Coordinator to familiarise themselves with these, and understand.
 - When a receipt can be issued, and to whom i.e. ticket purchases (e.g. raffle), entry to an event, donations of goods and services and auction purchases are not tax deductible
 - The legal implications of issuing receipts
 - The necessity of returning official receipts (used and unused) to ARRC
 - Reconciliation of funds

Please remember that the fundraiser/event will be held to raise funds for non-tax deductible contribution, of the net proceeds of a fundraising activity, made to ARRC.

If you have any questions about your application, please contact the ARRC office on 02 49214095 or ARRC@autoimmune.org.au

Privacy Information

At ARRC, we recognise the importance of your privacy and the safeguarding of your personal information. We are careful with all your details and will use them to contact you about fundraising, our work, and other issues we believe will be important to you. ARRC will not pass on your contact details to another organisation or individual without your permission.

Thank you for supporting the Autoimmune Resource and Research Centre.

Your important contribution will help us in our goal to increase awareness of autoimmune illnesses and importantly educated people living with autoimmune illness to well with improved quality of life.

ARRC service delivery & research programs are solely funded by private donations and sponsorship grants.

ARRC is a not for profit registered charity ABN: 77436705768

