



## **COMMUNITY FUNDRAISING GUIDELINES FOR INDIVIDUALS AND ORGANISATIONS WISHING TO RAISE FUNDS FOR AUTISM SPECTRUM AUSTRALIA (ASPECT)**

Thank you for your interest in raising money for Autism Spectrum Australia (Aspect). Your support will make a huge difference, ensuring we can continue and extend our much needed services.

Organising a fundraising event or activity takes time and effort. These Community Fundraising Guidelines are to assist you so your event is successful and complies with fundraising requirements and legislation.

Once you have read through these guidelines and are sure you can comply with them you should complete the application form either online or in the attached document. We will review your form and from there we can issue an 'Authority to Fundraise' so you can proceed with your fundraising.

Good luck and thank you again for your support.

### **1 Purpose**

- 1.1 These guidelines provide the basis for any arrangements between you and Aspect in relation to any activities and events you undertake to raise funds for us. They have been prepared to:
- assist you to raise funds for Aspect;
  - achieve your fundraising goals;
  - meet government requirements; and
  - ensure any risks to you or to Aspect associated with your fundraising are minimised.

### **2 Terms and conditions for community fundraising**

- 2.1 Because the legal and commercial environment Aspect operates in is so complex, Aspect has developed a set of terms and conditions for community fundraising which you must comply with if you wish to proceed with raising funds for Aspect. These terms and conditions are set out in these Community Fundraising Guidelines.

### **3 Your fundraising activity or event is your responsibility**

- 3.1 Aspect sincerely appreciates your interest in our organisation and the work we do. However, any fundraising activities or events you undertake to raise funds for Aspect will be regarded by Aspect as being your sole responsibility.
- 3.2 As your activity or event is your responsibility, it must be undertaken in your name and not in Aspect's.
- 3.3 Aspect is unable to coordinate activities on your behalf.
- 3.4 Aspect's staff will endeavour to provide advice and support where we can. However, we are unable to assist you with the detailed execution of your activity including for example the soliciting prizes or promoting your event.

## **4 Fundraising approval**

- 4.1 Each state and territory has its own fundraising legislation. It is best fundraising practice in Australia and a requirement in many states and territories for any individual or organisation fundraising to have an 'Authority to Fundraise' issued by a charitable organisation. Aspect complies with this best practice regardless of whether this is a state or territory requirement in the area in which you are planning your fundraiser.
- 4.2 You must obtain an Aspect 'Authority to Fundraise' before you may use Aspect as your beneficiary charity.
- 4.3 To obtain an Aspect Authority to Fundraise, you will need to complete a Fundraising Proposal and Agreement Form. This can be done online or using the attached form which should be returned to Aspect's Community Fundraising Manager. Your proposal will be considered and we will inform you in writing whether or not it has been approved.

## **5 Considering Fundraising Proposals**

- 5.1 When Aspect considers your community fundraising proposal, it will take into account:
  - the likely risks associated with the activity or event;
  - whether the proposed fundraising activities or events will produce a reasonable return after expenses have been deducted;
  - whether the fundraising activity or event is consistent with Aspect's aims and values, and
  - the nature of any assistance you may require from Aspect in planning or implementing your fundraising activity or event.

## **6 Unacceptable fundraising activities and events**

- 6.1 The nature of the Aspect organisation and the legal and regulatory standards and environment in which we operate preclude Aspect from being associated with or endorsing certain fundraising activities and events.
- 6.2 Aspect will not endorse extreme sports activities such as parachuting, paragliding or bungee jumping, motor vehicle and motor bike racing and activities that involve marine risks unless you are able to provide evidence that you carry adequate public liability insurance to cover yourself and the participants in the proposed activity or event.
- 6.3 Any fundraising activity you undertake is at your own risk. Aspect does not provide insurance to cover community fundraisers.

## **7 Liaison and communication**

- 7.1 After Aspect has issued you with an Aspect Authority to Fundraise, we will establish appropriate contact times and arrangements with you.
- 7.2 When your proposal has been approved and an Authority to Fundraise issued, Aspect expects you will maintain a reasonable level of communication in planning your fundraising activity or event.
- 7.3 Aspect will discuss with you how it intends to use the funds you plan to raise and how this use relates to our work and plans for the future.

## **8 Compliance with Government requirements**

- 8.1 Your fundraising activity or event must comply with the relevant state or territory Government requirements.
- 8.2 You may be required to apply for an additional permit or permission from the relevant body in your state or territory.
- 8.3 If you operate a business and wish to donate a percentage of sales over a period of time to Aspect, you will need to specify this so we can ensure any arrangement satisfies specific legislation or guidelines for working with Aspect as a trader.
- 8.4 Most states and territories have specific best practice guidelines and regulations surrounding particular fundraising activities. This includes games of chance (e.g. raffles) and collections. You should be as detailed as possible when you fill out the attached form so we can send you the information you need for the specific activities you have planned.

## **9 Using Autism Spectrum Australia's Name and Logo**

- 9.1 You must obtain consent from Aspect before you use Aspect's name or logo on any materials or products.
- 9.2 Aspect will provide you with guidelines on the use of our logo.
- 9.3 Any promotional material you issue or is issued in your name associated with your fundraising activity or event, including media releases, must be approved by Aspect and must refer to Aspect as "Autism Spectrum Australia (Aspect)".
- 9.4 You must forward drafts of your promotional material to Aspect for approval within a reasonable timeframe.
- 9.5 We recommend that you use wording such as "proudly supporting Autism Spectrum Australia (Aspect)", or "funds raised will help Autism Spectrum Australia (Aspect)" in your promotional material.
- 9.6 Aspect may apply conditions on the use of its logo to market your fundraising activity or event. These may include a guaranteed minimum donation.

## 10 Finance, records and receipting

- 10.1 You are responsible for all facets of the financial management and record keeping of your fundraising activity or event.
- 10.2 You must comply with legislation in record keeping legislation in your state and territory.
- 10.3 The basic obligations in most cases include:
  - Providing Aspect at the outset with an accurate estimate of the income and expenses associated with your fundraiser.
  - Keeping accurate financial records which can be audited if necessary.
  - Where necessary/appropriate, setting up a separate bank account that mentions Aspect's name. All funds are to be banked into this separate bank account. The account must be closed after your event.
- 10.4 Money raised and details of your actual income and expenditure must be returned to Aspect within 4 weeks of the fundraising activity.
- 10.5 As a basic tip for record keeping, a simple way to keep track of the financial details of your event is to keep a number of folders where you can file receipts, bank deposit stubs, and donor pledge/tally sheets.
- 10.6 Aspect will not as a general rule pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented.
- 10.7 Aspect can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of \$2 or more.
- 10.8 You must keep a register of all attendees/supporters eligible for a tax-deductible receipt so that Aspect can issue individual receipts. These can be mailed if you supply addresses. Otherwise these will be sent to you for distribution.
- 10.9 Aspect will provide you with guidelines for using receipts. It is your responsibility to familiarise yourself with these guidelines and, in particular, to note:
  - When a receipt can be issued, and to whom (please note the following are not tax-deductible: ticket purchases, raffles, entry to an event, donations of good or services, auction purchases or sponsorship where the person or organisation receives a material benefit in return e.g. publicity or promotion.
  - The legal implications of issuing receipts.
  - Reconciliation of funds.

## 11 Further information

If you require information or assistance about your fundraising activity or event or about an application you have submitted to Aspect, please contact Aspect's Fundraising Team on 02 8977 8370

## **12 Filling out a Community Fundraising Proposal Form**

Now you have read our guidelines and you feel comfortable that you are able to comply please fill out our Community Fundraising Proposal Form to tell us a bit more about your plans.

You can do this online at <http://autismspectrumcfp.gofundraise.com.au> by selecting 'Create a Fundraising Page' or 'Register' or by filling in the attached form and returning it by post or email.

**Thank you for supporting Aspect – the money you raise really will make a difference to the lives of people with an autism spectrum disorder and their families.**