

Thank you for wanting to fundraise for Austcare's work!

- If you want to fundraise for Austcare, it is best that you let us know first if you are not going straight to www.everydayhero.com.au/event/austcare. This will ensure your fundraising is transparent. *You are not fundraising on our behalf*, but for our work!
- If you let us know ahead of time, we will record your details and target, try to help you out if you need it, and ensure you get reminders about sending funds back to us.
- Austcare does not take responsibility for your fundraising event, your compliance with relevant best practice, nor any public liability potentially incurred.
- Contact us at ntorney@austcare.org.au with your concept. Once we have checked your submission, we may issue you with a letter of authority within specific dates if appropriate, and acknowledging that we know what you are doing. If you need collection boxes, donation forms, volunteer badges (so it is clear that you are not getting paid), we can facilitate, so long as you agree to abide by best practice guidelines and the cost involved does not outweigh how much you are likely to raise.
- Austcare may also enter into a memorandum of agreement with you, if you have big goals and especially if you want to fundraise for a specific area of our work.
- Austcare reserves the right not to accept funds from any activities not in keeping with our mission and values, so it is best to talk to us about your plans.
- Austcare's trusted brand is important and needs to be protected, so we will not allow our logo or name to be used without authority – so let us know first!
- Once you have authority to run your event, you may on request use Austcare's logo, but we need to know your proposed copy and context for use, and you must obtain written (including email) approval before making public at all times.
- The funds you raise cannot be distributed to community members holding the event, other parties, or directly to any other charitable organisation – including overseas.
- Please familiarise yourself with your State or Territory's relevant fundraising legislation – for NSW this is http://www.olgr.nsw.gov.au/charitable_home.asp, with links to other legislation at http://www.olgr.nsw.gov.au/pdfs/charity_contacts.pdf
- Only donations where there is no direct benefit to the giver are tax-deductible. Buying tickets, event entry, auction items or raffle tickets are usually not tax-deductible as the purchaser receives something in return for their money. The legislation is complex, and the Australian Tax Office has strict guidelines too, which you should (and we do) abide by. There are rules in running raffles or auctions and proper conduct (please also check out as above for your State or Territory). We do not take responsibility for your compliance with these guidelines and rules.
- As part of your planning, you need to estimate how much your event/activity will cost and raise – you can deduct costs, but make sure you keep valid receipts for seven years. Remember, best practice is to ensure that at least 60% of what you raise from any activity goes towards the cause you have identified. You will also need to consider licenses, permits, and insurance if relevant to your event or activity.
- For your and your supporters' sake, check that you are covered by public liability insurance. Austcare is not covering, nor implying to cover any public liability even if we issue you with an Authority to Fundraise or accept your donation.
- If you need more help, we can assist, depending on how much you intend to fundraise – because all of our staff time is paid for by donor funds – generous people like you.
- We need you to send us all that money you have raised for Austcare if you are not working through Everyday Hero. It is easy: send a cheque made out **Austcare**, Locked Bag 1550, CAMPERDOWN NSW 1450. Please include your postal details so we can send you an acknowledgment receipt. You can also make a donation over 1300 66 66 72 or via our website www.austcare.org.au. If your individual supporters need and deserve tax deductible receipts, you will need to have contacted us beforehand. You cannot necessarily get a tax deductible receipt in your (or your group's name) if many individual supporters, or perhaps even sponsors, have contributed.
- **Thank you!**