



Community Fundraising Guidelines

Thank you for your interest in fundraising for Autism Spectrum Australia (Aspect). Your support will make a huge difference to the lives of people with autism and their families.

We have put together these guidelines to help you organise your fundraiser and ensure you comply with fundraising requirements and legislation. Each state and territory has its own legislation so make sure you tell us where you are planning to fundraise so we can advise you on the specific rules that will apply to you.

Once you have read through the guidelines and are happy that you can adhere to them please create your fundraising page, remembering to answer all the relevant questions in the registration form.

If you have any questions you can contact
Laura Kingsbury,
Manager, Community Fundraising
Autism Spectrum Australia (Aspect)
PO Box 361
Forestville, NSW, 2087

Or email fundraising@autismspectrum.org.au

Good luck and thank you again for your support.

Yours faithfully

A handwritten signature in black ink, appearing to read "Laura Kingsbury", written in a cursive style.

Laura Kingsbury
Community Fundraising Manager

COMMUNITY FUNDRAISING GUIDELINES FOR INDIVIDUALS AND COMMUNITY ORGANISATIONS WISHING TO RAISE FUNDS FOR AUTISM SPECTRUM AUSTRALIA

These guidelines have been created to assist you to raise funds for Aspect. They are designed to ensure you meet legal requirements and that any risks to you or Aspect are minimised.

Anyone wishing to fundraise for Aspect must comply with the terms and conditions set out here.

1 Your fundraising activity or event is your responsibility

- 1.1 Aspect sincerely appreciates your interest in our organisation and the work we do. However, any fundraising activities or events you undertake will be regarded by Aspect as being your sole responsibility.
- 1.2 As your activity is your responsibility, it must be undertaken in your name and not in Aspect's.
- 1.3 Aspect is unable to coordinate activities on your behalf.
- 1.4 Aspect's staff are unable to assist you in soliciting prizes, organising publicity or providing goods or services to assist you to run your fundraiser.

2 Fundraising approval

- 2.1 Each state and territory has their own fundraising legislation. To ensure people fundraising for Aspect adhere to the legislation in their state or territory we ask prospective fundraisers read these guidelines and fill out our proposal and agreement form.
- 2.2 The information provided in the proposal and agreement form will be used to grant an Aspect 'Authority to Fundraise'. You must be issued with this authority to fundraise before you may use Aspect as your beneficiary charity.
- 2.3 Aspect's Community Fundraising Manager will consider your proposal and let you know in writing whether or not it has been approved.
- 2.4 When Aspect considers your proposal, it will take into account:
 - the likely risks associated with the activity or event;
 - whether the proposed activity produces a reasonable return after expenses have been deducted;
 - whether the activity is consistent with Aspect's aims and values, and
 - the nature of any assistance you may require from Aspect.
- 2.5 You should also consider applicable council/government permits or licences you might require.
- 2.6 Aspect suggests you visit the following relevant website for your state or territory:
 - NSW Department of Gaming and Racing Guidelines on Fundraising and the Charitable Act 1991. http://www.olgr.nsw.gov.au/charitable_home.asp
 - Consumer Affairs Victoria information on the Fundraising Act 1998 www.consumer.vic.gov.au
 - ACT Department of Justice and Community Safety <http://www.ors.act.gov.au/BIL/index.html>

3 Unacceptable fundraising activities and events

- 3.1 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.
- 3.2 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.
- 3.3 Aspect will not provide public liability insurance cover to community fundraisers.

4 Liaison and communication

- 4.1 After Aspect has issued you with an Authority to Fundraise, appropriate contact times will be established and you will be asked to maintain a reasonable level of communication.
- 4.2 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.

5 Compliance with Government requirements

- 5.1 Your fundraising activity or event must comply with the relevant legislation in your state or territory. The ATO website provides information about the authority in your state or territory: <http://www.ato.gov.au/print.asp?doc=/content/56555.htm>
- 5.2 If you operate a business and wish to donate a percentage of sales over a period of time to Aspect, you will need to contact Aspect's Community Fundraising Manager to make arrangements that satisfy specific legislative requirements for working with Aspect as a trader.
- 5.3 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. For example games of chance (like raffles) and collections are often specifically regulated. In some instances you need to apply separately to regulatory bodies or councils for permission to fundraise.

6 Using Autism Spectrum Australia's Name and Logo

- 6.1 You must obtain consent from Aspect before you use Aspect's name or logo on any materials or products. Aspect will provide you with guidelines on the use of our logo.
- 6.2 Material you issue or is issued in your name that refers to your fundraising must be approved by Aspect and must refer to Aspect as "Autism Spectrum Australia (Aspect)". Drafts should be sent to Aspect for approval within a reasonable timeframe.
- 6.3 We recommend that you use wording such as "proudly supporting Autism Spectrum Australia (Aspect)", or "funds raised will help Autism Spectrum Australia (Aspect)".
- 6.4 Aspect may apply conditions on the use of its logo. These may include a guaranteed minimum donation.

7 Finance, records and receipting

- 7.1 You are responsible for all aspects of the financial management and record keeping of your fundraising activity or event.
- 7.2 You must comply with the regulations in your state or territory. The basic obligations are to:
 - Provide Aspect at the outset with an accurate estimate of the income and expenses.
 - Keep accurate financial records which can be audited if necessary.

- 7.3 Money raised and details of your income and expenditure must be returned to Aspect within 4 weeks of the fundraising activity.
- 7.4 Your detailed records should include receipts, bank deposit stubs, information about cheques donated, and donor pledge/tally sheets.
- 7.5 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. (
- 7.6 Aspect can provide official tax-deductible receipts for people making donations of \$2 or more. You must provide good records (name, address and donation amount) and clearly bank these donations separately.
- 7.7 Aspect can provide you with guidelines for using receipts if you plan to accept donations. It is your responsibility to understand the legal implications of issuing receipts.
- 7.8 You must note that the following are not tax-deductible: raffle ticket purchases or payment for entry into any game of chance, entry to an event, purchase of auction items.

8 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

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.