

FUNDRAISING GUIDELINES



These guidelines have been developed to assist individuals and groups who are developing fundraising projects to benefit Motor Neurone Disease New South Wales (MND NSW).

FUNDRAISING FOR MND NSW

Before conducting any fundraising event or activity, any person, organisation or group intending to raise money for the work of MND NSW must:

- Read and agree to these *Fundraising Guidelines*.
- Complete and sign the *Proposal to Fundraise* form and return to MND NSW.
- Receive from MND NSW an *Authority to Fundraise*.

Please note the fundraising event should only proceed after the Organiser has received an *Authority to Fundraise* from MND NSW. This authority may need to be presented as confirmation that you have been authorised to hold an event on behalf of MND NSW. Businesses or individuals donating monies, goods or gift vouchers may want to sight this. Any person, organisation or group involved in a fundraising activity that does not hold an *Authority to Fundraise* may find themselves in breach of legislation relating to charitable fundraising.

FINANCIAL RESPONSIBILITY

Any expenditure involved with the conduct of a fundraising activity must be properly authorised by MND NSW beforehand. The Organiser is not entitled to incur any unauthorised expenditure in the name of MND NSW.

The Organiser must take all reasonable steps to ensure that their 'out-of-pocket' expenses in conducting the fundraising event do not exceed a fair and reasonable proportion of the gross proceeds raised.

The Organiser holds all proceeds raised from the fundraising event on behalf of MND NSW and must ensure that the **proceeds of the fundraising activity are banked to MND NSW within 14 days of the conclusion of the event.**

Banking Details: MND NSW BSB: 062 111 A/C No. 10094255. Please use event name for Ref:

INSURANCE

Authorised fundraisers for MND NSW are covered by its public liability insurance policy - subject to approval - for the period of authorised fundraising. We can supply you with a copy of our public liability certificate of currency.

Please Note:

An Authority holder must ensure maintenance of proper books of accounts and records must be kept. MND NSW has at all times the right to cancel an authority to fundraise and inform the Office of Charities if we have received proof of improper conduct.

FUNDRAISING GUIDELINES



PROMOTION AND MND NSW LOGO

If required you can be authorised to use the 'Proudly Supporting MND NSW' logo on all literature regarding your event. Any promotional materials, advertisement and/or media communications to be used for the fundraising event must be approved by MND NSW prior to publication. This includes flyers, posters and banners advertising the event. The MND NSW registered charity number, CFN 11154, must also be included with our logo at all times.

All promotional material and advertisements connected with the fundraising event must state how the proceeds are to benefit MND NSW. For example it may state "all proceeds from this event will go towards MND NSW".

RAFFLE TICKETS

Raffle ticket books are supplied by MND NSW and come as \$2 tickets. There are 25 tickets in each book. All tickets are individually numbered and are recorded by MND NSW. A record of all books received and sold must be kept. Raffle ticket butts are to be kept and returned to MND NSW at the end of the event for storage as required by law.

Where possible, attempt to gain all contact information from those buying the tickets. The winner(s) of a raffle should be notified first by phone and then by advertising in a public place. This could be your local newspaper or Facebook page.

Please note when selling raffle tickets in a public area you should contact the management body of the area where you are selling tickets and seek their permission.

MERCHANDISE

MND NSW has various items for sale which can also assist in raising much needed funds. All merchandise items are priced by our office; no price changes are permitted unless authorised by MND NSW. Merchandise for your fundraising event can be sent on consignment. An invoice will be enclosed with your order so please record all merchandise sales. Merchandise orders can be made by completing and returning the MND NSW *Merchandise Order Form*. Please contact us if you would like this form sent to you.

COLLECTION CONTAINERS

Collection containers can be provided by MND NSW for collection of donations. Collection containers are individually numbered and are recorded by MND NSW. The funds from these containers must be accounted for separately to any other fundraising income. MND NSW must be advised of the amount collected in each container(s).

Thank you for choosing to support MND NSW. With your help - together we can.