

Community Fundraising Guidelines

Thank you for your interest in taking part in the Transplant Australia Charity Challenge. These guidelines have been developed to outline both your obligation and those of Transplant Australia under relevant state fundraising legislation and cover all fundraising activities under the auspices of Transplant Australia including the Australian Transplant Games and the Australian Team participating in the World Transplant Games.

1. Transplant Australia is legally required to approve and authorise all volunteer fundraising activities. Once your fundraising activity is approved, Transplant Australia will email you a letter giving confirmation of your **Authority to Fundraise**, which will be your legal authority to undertake a fundraising activity for Transplant Australia. This document can only be issued when a detailed and signed **Charity Challenge Application** has been received by Transplant Australia.
2. The fundraising activity will be conducted in the name of the **Authorised Fundraiser** and is the sole responsibility of the Authorised Fundraiser. It is the responsibility of the Authorised Fundraiser to manage finances, staffing, marketing, promotion, sponsorship and running of the event. Due to limited resources Transplant Australia is unable to take on a coordination role for individual events although may be able to provide limited assistance depending on resources and logistics.
3. Please remember that your fundraising activity will not be Transplant Australia's fundraising activity. It will be a fundraising activity to raise funds for Transplant Australia. A suggested way of promoting it is: "funds raised will go to support the work of Transplant Australia..."
4. "Authorised Fundraiser" means the individual/s holding the fundraising activity on behalf of Transplant Australia. They will be the person/organisation named on the written Authority to Fundraise.
5. Transplant Australia is only able to provide public liability insurance to cover community fundraising activities if the Authorised Fundraiser is a member of Transplant Australia.
6. The fundraising activity must meet the requirements of relevant state laws and regulations.
7. If the Authorised Fundraiser wishes to utilise Transplant Australia's name and/or logo on any materials or products, the Authorised Fundraiser must obtain prior permission. All printed material, including media releases must be approved by Transplant Australia.
8. The Authorised Fundraiser has the right to raise funds on behalf of Transplant Australia but cannot state that they are Transplant Australia or representing Transplant Australia.

9. For audit purposes Transplant Australia is required to account for all merchandise, receipt books and tins issued and all monies banked.
10. Transplant Australia cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your fundraising activity, provided they are properly documented and approval has been given. Total expenses must be less than 40% of total proceeds.
11. Transplant Australia will provide official receipts for approved fundraising activities. Tax-deductible receipts can be issued for donations over \$2.
12. Transplant Australia never issues receipts to individuals to give out. If someone requires a receipt please contact the National Office with the individuals details so a receipt can be issued.
13. Guidelines for issuing receipts state that the following are not tax-deductible: ticket purchases (e.g. raffle), entry to a fundraising activity, donations of good or services, auction purchases. That is, anything where the person gets something in return for giving. Tax-deductible receipts can only be issued in return for a straight donation, that is, when the donor receives no other benefit.
14. If you have any queries about your application, please contact Transplant Australia's Event Manager or your State Fundraising Coordinator.

Next steps

Once you are satisfied that you are familiar with these guidelines please complete the attached **Charity Challenge Application**.

If you need help with your application or if you are unclear about these guidelines please contact Amelia McLaurin on (02) 9922 5400. Transplant Australia will contact you within five working days of receiving your application.

We are unable to accept applications that have links to certain commercial entities or endorse events that we identify to be high risk to participants of the event, or to the reputation of Transplant Australia. If in doubt please contact us.

The completed form should be returned to:

Richelle King

Communications Manager

Transplant Australia Ltd

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