



Community Fundraising Guidelines

Dear

Thank you for your decision to choose Autism Spectrum Australia (Aspect) as the charity to benefit from your forthcoming fundraising event.

More than 1 in 160 Australians have an autism spectrum disorder. The funds you raise will enable Aspect to continue and extend the vital educational, training and support services we provide for people with autism spectrum disorders.

We appreciate the time and effort fundraising requires. Aspect has put together these Community Fundraising Guidelines to assist you to ensure your event is successful and that it complies with the fundraising requirements of the NSW Government.

We ask that you read through these guidelines before you begin planning your project. When you are sure you can meet the guidelines, please complete the attached form and forward it to:

Autism Spectrum Australia (Aspect)
Director, Fundraising
PO Box 361
Forestville 2087

The Director, Fundraising will then issue you with an Aspect 'Authority to Fundraise' and you will then be able to proceed with the project.

We wish you all the best in your fundraising endeavours and thank you again for your support.

Yours sincerely

Director, Fundraising



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

1 Purpose

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

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 raise 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 any activities on your behalf.
- 3.4 Aspect's staff are unable to assist you in soliciting prizes, organising publicity or providing goods or services to assist you to run your fundraising activities and events.

4 Fundraising approval

- 4.1 To meet government requirements and comply with the best fundraising practices in Australia, any individual or organisation fundraising in NSW must have an 'Authority to Fundraise' which can only be issued by Aspect.
- 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 the attached Fundraising Proposal and Agreement form and forward it to Aspect's Director, Fundraising. The Director, Fundraising will consider your proposal and let you know 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 Aspect will not provide public liability insurance cover to 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 Aspect's strategic priorities.



8 Compliance with Government requirements

- 8.1 Your fundraising activity or event must comply with NSW Government requirements.
- 8.2 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 Fundraising Division to make arrangements that satisfy Department of Gaming and Racing guidelines and Aspect for working with a trader.

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 their vision to overcome the isolation of autism" 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 aspects of the financial management and record keeping of your fundraising activity or event.
- 10.2 You must comply with the Charitable Fundraising Act and Regulations in undertaking your activity or event, (for details see (http://www.olgr.nsw.gov.au/charitable_act.asp and http://www.olgr.nsw.gov.au/pdfs/fundraising_general_info.pdf).
- 10.3 The basic obligations of the Charitable Fundraising Act and Regulations are to:
 - Provide Aspect at the outset with an accurate estimate of the income and expenses associated with your fundraiser.
 - Keep accurate financial records which can be audited if necessary.
 - Where necessary/appropriate, set 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. Autism Spectrum Australia is required by law to retain these records for seven years.
- 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 folder with a number of plastic sleeves. Use individual sleeves to keep receipts, bank deposit stubs, cheques donated, donor pledge/tally sheets, receipts.



- 10.6 Aspect cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. (Total expenses must be less than 30% of total proceeds).
- 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 (n.b. the following are not tax-deductible: ticket purchases (eg. raffle), entry to an event, donations of good or services, auction purchases).
 - 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 Division on 02 8977 8370

Thank you for supporting Aspect – your important contribution will make a difference to people with an autism spectrum disorder and their families.



**Community Fundraising
Proposal and Agreement**

Activity Organiser's Details

PLEASE NOTE – This application must be approved by Autism Spectrum Australia (Aspect) before you can commence your fundraising activity.

Name: _____
Organisation: _____
Address: _____
Suburb: _____ State _____ Postcode _____
Phone: Daytime _____ Mobile _____
Email: _____
Website: _____

Names of personal referees (at least one)

Name: _____	Name: _____
Address: _____	Address: _____
Relationship: _____	Relationship: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Have you ever raised funds for other charities? Yes No

If yes, which organisation? _____

Why have you chosen to support Autism Spectrum Australia (Aspect)? _____

Fundraising activity details

1. Name of fundraising activity: _____
2. How are you planning to raise the funds: _____

3. Proposed date/timeframe of your fundraising activity: _____

4. Address/venue of fundraising activity: _____



5. Please provide other relevant information about your fundraising activity here _____

6. Support/assistance required from Autism Spectrum Australia (Aspect):

- Autism Spectrum Australia (Aspect) brochures Display materials (if available)
- Use of Autism Spectrum Australia (Aspect's) logo Other: _____

7. Budget

The activity cannot be used for your own direct commercial gain or profiteering. The activity must have the potential for financial success so that neither the organizers nor Autism Spectrum Australia (Aspect) are liable for unpaid expenses. The Activity Organiser must ensure that expenses do not exceed 30% of the gross proceeds obtained and that they are a fair and reasonable proportion of the gross proceeds obtained.

Please complete the budget below using as accurate estimations as possible. We understand that this may change once you have started organising the activity and depending on the scale of your activity we may wish to work through a more detailed budget later.

	Comments/explanations	Amount
Estimated income		\$
Estimated costs		\$
Estimated income minus costs		\$
Estimated amount given to Autism Spectrum Australia (Aspect)		\$

Waiver

1. I accept the terms and conditions of the Fundraising Guidelines. I agree to conduct my fundraising activity in accordance with those Guidelines and in a manner which upholds the integrity, professionalism and ethos of Autism Spectrum Australia (Aspect).
2. I understand the activities and risks involved in participating in the fundraising activity; and agree, in consideration of permission to participate in the activities, to release and indemnify Autism Spectrum Australia (Aspect), its officers, employees and volunteers and all sponsors (be they individuals or organisations, singularly or collectively) from and against all liabilities, claims, damages, suits, expenses, causes of action, injuries, losses or inconvenience of any description whatsoever arising in any way from the fundraising activity that is the subject of this application.
3. Autism Spectrum Australia (Aspect) reserves its rights to withdraw approval for the fundraising activity at any time if it believes any aspect of the proposed fundraising activity no longer fits within its Fundraising Guidelines.

Signature (or signature of Parent/Guardian if under 18)

Signed: _____ Date: _____

Full Name: _____

Please return completed form to Autism Spectrum Australia (Aspect), Attn: Fundraising, PO Box 361, FORESTVILLE NSW 2087 or fax 02 8977 8399.