



# SWAN Australia

## Community Fundraising Guidelines

Thank you for your interest in supporting SWAN Australia. Your fundraising will allow us to provide information, support and systemic advocacy for families caring for a child with an undiagnosed or rare genetic condition. SWAN Australia provides information sessions and peer to peer networking opportunities to help SWAN families learn, advocate, connect and reduce the pain of isolation, frustration and anxiety.

We aim to support you in your fundraising as much as possible and to ensure that you understand your rights, responsibilities and protections as a community fundraiser.

If you have any questions, please email [heather@swanaus.org.au](mailto:heather@swanaus.org.au) or call 0404 280 441.

### Guidelines

1. SWAN Australia is legally required to approve and authorise all volunteer fundraising activities. Once your fundraising activity is approved, we will email you a letter confirming your Authorisation to Fundraise, which is your legal authority to undertake a fundraising activity on behalf of SWAN Australia. This document can only be issued when:
  - A detailed and signed Proposal to Fundraise form has been received by SWAN Australia.
  - The fundraising activity has been confirmed as fitting with the vision, mission, goals and values of SWAN Australia.
  - The fundraising activity will produce a reasonable financial return against time and expense.
  - The fundraising activity has been confirmed by SWAN Australia as not holding high risk
2. If you fundraise on behalf of any charity without a written Authorisation to Fundraise you will be operating outside of the law.
3. The fundraising activity will be conducted in the name of the Authorised Fundraiser and is the sole responsibility of the Authorised Fundraiser. SWAN Australia may not always be able to take a coordination role in all these fundraising activities, and its officers cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Authorised Fundraiser in the running of the fundraising activity.
4. Please remember that your fundraising activity will not be SWAN Australia's fundraising activity. It will be a fundraising activity to raise funds for SWAN Australia. A suggested way of promoting it includes: "funds raised will go to support the work of SWAN Australia."
5. "Authorised Fundraiser" means the individual/s holding the fundraising activity on behalf of SWAN Australia. They will be the person/organisation named on the written Authorisation to Fundraise.
6. Because of the nature of our organisation and the high ethical standards under which we operate, some fundraising activities are unable to be associated with, and SWAN Australia has the right to refuse donations raised from areas that are not appropriate.

7. SWAN Australia cannot provide public liability insurance to cover community fundraising activities. All fundraising activities must meet the requirements of relevant laws and regulations in your state or territory.
8. If the Authorised Fundraiser wishes to utilise SWAN Australia's name and/ or logo on any materials or products, the Authorised Fundraiser must obtain prior permission from SWAN Australia. SWAN Australia must approve all printed material, including media releases. All materials, including social media posts, **must** be forwarded to SWAN Australia for approval before being printed or circulated.
9. Permission for logo usage will attract conditions negotiated between SWAN Australia and the Authorised Fundraiser, especially if the use of logo is for marketing activities of the organisation, and a minimum donation amount may have to be guaranteed. Guidelines on how to use our logo are supplied upon request.
10. The Authorised Fundraiser only has a right to raise funds on behalf of "SWAN Australia but cannot state that they are "SWAN Australia" or representing SWAN Australia.
11. Licences - some fundraising activities need special licences. Contact us to find out if you need one and where to obtain it. If you are planning a street collection, please contact SWAN well in advance before making arrangements.
12. Lotteries and raffles - the law concerning lotteries and raffles varies from state to state, so please contact us to discuss any queries you may have.
13. Insurance as a third-party fundraising group or individual - you are not covered under any SWAN Australia policies, including travel, public liability, volunteer or group personal accident. SWAN Australia suggests that any third-party fundraising group or individual have their own insurance for any fundraising activities they may undertake.
14. Safety is an important aspect of any fundraising activity so always check any facilities in advance, including fire exits and first aid. Obtain permission from the relevant authority in advance, e.g., police, local authority etc., and ensure you are adequately insured for any fundraising activity. Contact your insurance broker if you are in doubt about the cover you have. Ensure you have a contingency plan if something unexpected goes wrong, e.g., bad weather may ruin an outdoor fundraising activity.
15. Events – if you are hosting an event on behalf of SWAN, please ensure that you abide by the government's latest COVID safety measures and mandates.
16. If you wish to bank your funds raised directly into SWAN Australia's bank account, please email [heather@swanaus.org.au](mailto:heather@swanaus.org.au) or call 0404 280 441. As a SWAN Australia Authorised Fundraiser, you have specific record-keeping and reporting requirements under the relevant fundraising legislation in your State or Territory.
17. SWAN 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. Total expenses must be less than 40% of total proceeds.
18. SWAN Australia can provide official receipts for approved fundraising activities. Tax-deductible receipts can only be issued to people donating \$2.00 or more.
19. SWAN Australia never issues receipts to individuals to give out. If someone requires a receipt, please let our team know via please email [heather@swanaus.org.au](mailto:heather@swanaus.org.au) or call 0404 280 441, so we can issue a receipt. However, you must understand the official guidelines we use for issuing receipts so that you provide correct information to people who support your efforts. You need to understand:

- When a receipt can be issued, and to whom. The following are **not** tax-deductible: ticket purchases (e.g., raffle), entry to a fundraising activity, donations of goods or services, and 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 benefit.
20. If you have any queries about your application, please contact please email [heather@swanaus.org.au](mailto:heather@swanaus.org.au) or call 0404 280 441. Please send the proceeds of any fundraising activity, together with any relevant correspondence, to SWAN Australia within 14 days of the conclusion of the fundraising activity.

### Your Responsibilities as an Authorised Fundraiser

As an Authorised Fundraiser, you are solely responsible for:

- Managing your fundraising activity appropriately and responsibly.
- Soliciting prizes, organising publicity and providing goods and services for your fundraising activity is your responsibility.
- Researching and complying with any obligations imposed by fundraising legislation or regulations in your state and securing any necessary permits for your fundraising activity, e.g. raffle permits and/or liquor licences.
- Ensuring the safety of your event, including organising public liability insurance and first aid if required. Food hygiene laws will apply if you intend to sell food in public. Contact your local council for further information.
- Ensuring that children under 16 years of age are accompanied by an adult when collecting money or donations.
- As an Authorised Fundraiser, you are liable for any costs that may arise due to damage, loss or injury caused by a breach of your responsibilities or negligence.

### Collection and Donation of Funds Raised

All money collected must be accurately recorded by the Authorised Fundraiser, according to your budget. The net funds raised should be presented to SWAN Australia within 14 days of the fundraising taking place. SWAN Australia is not responsible for any expenses incurred by you. Provided your expenses are properly documented and less than 40% of total proceeds, they may be deducted from the proceeds of your fundraising activity.

**Disclaimer:** SWAN Australia reserves the right to withdraw its approval of fundraising activities at any time if it appears that there is a likelihood of the authorised fundraiser or the event not meeting these requirements.

These guidelines have been read, understood and agreed to by:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_