



GUIDELINES FOR YOUR FIGHTMND COMMUNITY FUNDRAISING EVENT

FightMND was established with the purpose of finding effective treatments and ultimately a cure for motor neurone disease (MND).

What FightMND has done since 2014 is be the voice, and the guiding star for Australians who want to fight 'the Beast'. The horrible and debilitating disease gradually takes away the patient's use of their arms and legs, their ability to eat and swallow, their speech and ultimately their ability to breathe... all in an average timeframe of just 27 months.

FightMND has become one of the world's largest independent funders of MND research funding large-scale collaborative research, drug development, clinical trials, and vital assistive equipment for Australians living with MND.

THANK YOU

for your interest in fundraising for **FightMND**. These guidelines have been developed to assist groups and individuals that are planning fundraising activities and events to benefit **FightMND**.

It also outlines the **Community Fundraiser** obligations and those of **FightMND** under the fundraising regulations in your state or territory.

When your fundraising activity or event is approved, your **FightMND Community Fundraising representative** will supply a letter giving confirmation of your **Authority to Fundraise**.

Your role as a registered **FightMND Community Fundraiser**

As the **Organiser**, you agree that these guidelines will be the basis for the fundraising activity/event to be organised.

Your roles and responsibilities

The **Organiser** is the individual or organisation holding the fundraising activity or event for the benefit of **FightMND**.

The fundraising activity or event will be conducted in the **Organiser's** name and the **Organiser** is solely responsible for the coordination and management of the activity or event, finances, publicity and/or goods and services required to run the activity or event.

FightMND is unable to take a coordination and/or project management role in these activities and is not responsible for such activities. Where possible, **FightMND** will provide fundraising support and advice.

Application and Approval

FightMND requires all community fundraising events and activities to be registered with the organisation.

Community Fundraising Applications are to be completed online at:

<https://support.fightmnd.org.au/authority-to-fundraise-application>

Community Fundraising events and activities will be approved by FightMND and an **Authority to Fundraise** on behalf of the organisation will be issued when:

- we have sufficient written information;
- the application fits within our guidelines;
- the fundraising activity or event does not involve unnecessary risks and will provide a reasonable return; and
- the fundraising activity or event aligns with our organisation purpose and values.

Please allow 3-5 business days for the application to be received and a confirmation receipt to be issued. You will be contacted by a Community Fundraising representative between 5-7 business days. During our **busier period of May to June**, we ask that you allow a minimum of **2 weeks** for a community fundraising representative to contact you.

If an urgent situation occurs (“a not to miss opportunity”) please contact us via phone in the first instance on 1800 344 486. All fundraising activities approved by FightMND must comply with all relevant Australian Federal and State Laws (refer to your state authority in the first instance).

Whilst we would like to be able to approve all applications, there may be some activities which do not adhere to our organisation messages and values and would therefore not be accepted.

These generally include but may not be limited to any fundraising activities:

- that promote smoking and tobacco
- that promote fundraising via the sale of alcohol direct to the public
- that promotes/exhibits any nudity, semi nudity or sexual imagery
- that promotes violence in any form
- that promotes cruelty to animals
- that results in a potential negative impact on the environment
- that involves a high level of personal or public risk
- where the FightMND logo is used for packaging of a product or on a product and sold in a retail environment without an established agreement
- the use of FightMND logos for the application of permanent tattoos or body markings and related sponsorship activities.

This restriction may also apply to the use of text that involves the promotion of any of the situations mentioned above in association with FightMND.

When you complete your application, you will also be required to acknowledge that you have read and understood and agree to comply with the guidelines outlined in this document.

Insurance, Liability and Administration

The Organiser is solely responsible for the fundraising activity or event and risks associated with running the event and must ensure that the activity or event has an appropriate level of insurance coverage. You may be required to obtain public liability insurance and complete a risk management plan to conduct the event, please discuss this with your Community Fundraising representative.

FightMND is not liable for, and the Organiser indemnifies FightMND against, any claims, losses, damages, or costs incurred directly or indirectly because of the activity or event, including for personal injuries or property damage.

The Organiser must:

- consider whether there are likely to be any hazards at the activity or event and put appropriate measures in place to minimise risk and injury;
- seek the required permits relating to activities including but not limited to raffles, lotteries, auctions etc., in your state or territory;
- register with the relevant state government authority if you intend on raising over \$10,000;
- collect, hold in a secure environment and reconcile the funds relating to any fundraising activities undertaken;
- keep accurate financial records, including the retention of receipts and invoices relating to expenditure;
- aim to maintain costs at no more than 20% of the total income;
- pay any invoices relating to your expenses and ensure that they are not to be addressed to FightMND;

The information you supply to FightMND will also be provided to the relevant government agencies in your state upon request should licences be required.

After the Event

It is very important that you:

1. Deposit the funds raised with supporting documentation to FightMND within 14 days of the activity or event. Funds may be forwarded via cash, cheque, through your registered FightMND online fundraising page or [FightMND website](#) or deposited directly into the FightMND bank account.

Bank account details to deposit funds are:

Name: FightMND

Bank: National Australia Bank

BSB: 083 004

Account Number: 731 389 056

Reference: Your name and or fundraiser/event details

2. Return all materials that may have been loaned you for the activity or event, the following business day after the activity or event, unless alternate arrangements have been made.

Please share with us any photos, stories or footage from your activity or event which you are happy for FightMND to share through our marketing and communication activities.

You, as the Community Fundraiser, give consent to FightMND to use all photos, videos, quotes and stories shared with FightMND. It is your responsibility to ensure all persons in the photos give consent. You can withdraw your consent at any time by letting us know by emailing through to fundraising@fightmnd.org.au.

Promoting the Activity or Event

You are responsible for generating the publicity for your activity or event.

In your correspondence and promotion of the activity or event, please ensure that you make it clear that the fundraising activity or event is not an official FightMND function, and that funds are being raised for the benefit of FightMND.

Suggested phrases include: “funds raised will go to support the work of FightMND” or “proudly supporting FightMND”.

The level of support for FightMND must also be stated. For example, “all funds raised” or “after costs, all funds raised”.

- Donating online via a registered fundraising page or via the FightMND website with email confirmation to your Community Fundraising at: www.fightmnd.org.au/donate (preferred method)
- Contacting your Community Fundraising representative

Please be aware that tax deductible receipts cannot be issued for ticket purchases (e.g. raffles), entry to a fundraising activity, donations of goods or services and auction purchases.

For more details see the ATO's website: www.ato.gov.au/nonprofit

Tax Receipts

Donations of \$2 and over are tax deductible. You cannot claim a tax deduction on behalf of others. If you are submitting donations from other persons on behalf of your activity or event, you as the Organiser will receive a **proceeds of fundraising** receipt. This is not a tax deductible receipt.

If attendees at your activity or event would like a tax deductible receipt for a cash donation receipts can be issued by:

FightMND Support

FightMND will assess each community fundraising application and support your journey accordingly.

On approval of your application, FightMND will provide a copy of the 'Proudly Supporting FightMND' logo for use on materials, products and promotional material associated with the fundraising activity or event. FightMND must approve the use of the logo on any products and promotional material prior to publication. Sufficient reasonable notice to FightMND is required for approval.

Event Assistance

FightMND provides tailored support for your event in consultation with your Community Fundraising representative dependent on the size and scale of your activity. Support is variable but may include:

- Professional fundraising and event management advice;
- Appropriate event planning and risk management toolkit;
- Access to FightMND online fundraising pages and payment gateways;
- FightMND banners, event marketing and planning collateral;
- Publicity for activity or event where possible;
- Donation collection tins or devices; and
- Merchandise.

As the event organiser you are ultimately responsible for the following activities, please discuss with your Community Fundraising representative for guidance and assistance:

- Gifts or prizes with your fundraising activities;
- Applying for relevant licences, permits, risk assessments or insurance;
- Development and management of an event risk management plan;
- Staff / volunteers to plan and run the activity or event;
- Sales of tickets, products or services on your behalf; or
- Financial contributions to any activity or event related materials or equipment.

Discuss with your FightMND Community Fundraising representative for more information.

Due to the nature of our work, it is sometimes inappropriate to promote certain activities or events on our social media accounts. Whilst we will endeavour to assist you to publicise your activity or event, we cannot guarantee any level of assistance or publicity.

Acknowledgement

Only once funds are received (and all materials returned), we can prepare and send you a formal acknowledgement for your generous support and a tax receipt (if applicable).

Is it OK to approach FightMND Supporters/ Partners for involvement in Community Fundraising activities?

No. FightMND has many corporate partners and sponsors that support the organisation all year round. As these companies are already very generous supporters of FightMND and are approached frequently throughout the year, we ask that you do not approach these companies. These companies are listed on the FightMND website.

State and territories fundraising regulators

ACT

Access Canberra: www.accesscanberra.act.gov.au and
ACT Gambling and Racing Commission (for raffles and gaming): www.gamblingandracing.act.gov.au

NSW

NSW Fair Trading: www.fairtrading.nsw.gov.au/charitable-fundraising

SA

Consumer and Business Services: www.cbs.sa.gov.au

QLD

Office of Fair Trading: www.fairtrading.qld.gov.au and
Office of Liquor Gaming and Racing (for raffles and gaming): www.olgr.qld.gov.au

TAS

Consumer Building and Occupational Services: www.cbos.tas.gov.au/topics/clubs-fundraising
The Liquor and Gaming Branch, Tasmanian Gaming Commission: www.gaming.tas.gov.au

VIC

Consumer Affairs Victoria – www.consumer.vic.gov.au and
Victorian Gambling and Casino Control Commission: www.vgccc.vic.gov.au

WA

The Department of Racing, Gaming and Liquor: www.rgl.wa.gov.au

NT

It is important to note that the Northern Territory does not have legislation that governs charitable fundraising.

Licensing NT are responsible for regulating any raffles or gaming activities:
www.nt.gov.au/industry/gambling/gambling/lotteries-community-gambling/introduction