

Fundraising Event Guidelines

Introduction

The following policy outlines the requirements in assessing and accepting a community or corporate fundraising proposal. The intent is to ensure that the reputation of CFWA is protected, compliance issues are met and the level of support and goodwill is maintained.

Charitable Collections License

CFWA is licensed under the Charitable Collections Act (1946). Under the Act, CFWA can grant authority to another person or organisation to conduct collections under CFWA's licence. If CFWA grants authority to an individual or organisation to conduct collections under CFWA's licence, the individual or organisation then becomes an Authorised Agent of CFWA for the duration of their approved fundraising activity.

The Department of Mines, Industry Regulation and Safety (formerly Department of Commerce) has issued a Guidance Pack for Fundraisers with details on how to ensure that donations are lawfully collected. CFWA provides the relevant information from this pack to Authorised Agents in the form of the Community Fundraising Handbook to facilitate their compliance.

Fundraising Event Registration Form

CFWA requires all individuals and organisations planning to hold fundraising activities for CFWA to provide details of the proposed activities by completing a Fundraising Event Registration Form. It must be recognised, however, that the scope of information required by CFWA is commensurate with the scope of the event and CFWA has the right to request a higher level of information if deemed necessary.

CFWA maintains the discretion to reject proposed fundraising activities whereby it is deemed that an activity is not viable as a fundraiser, is contrary CFWA's values, or would have the potential to damage the CFWA brand.

Cystic Fibrosis WA

The Niche
11 Aberdare Rd
Nedlands WA 6009

Postal Address
PO Box 959
Nedlands 6909

T: +61 8 6457 7333
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Disclaimer: The information contained herein is provided in good faith. However accuracy of any statements is not guaranteed by Cystic Fibrosis Australia. We provide the information on the understanding that persons take responsibility for assessing relevance and accuracy. Individuals are encouraged to discuss their health needs with a health practitioner.

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Use Of Name

When an individual or organisation becomes an Authorised Agent of CFWA they will be given permission to use the name “Cystic Fibrosis WA” in conjunction with their fundraising activities. CFWA will advise the Authorised Agent on the correct use of the name in promoting their activities. Two common and correct uses of the name include “Fundraising Activity” proudly supporting Cystic Fibrosis WA or “Fundraising Activity” with 100% of proceeds going to Cystic Fibrosis WA. It is unacceptable to refer to the fundraising activity as a Cystic Fibrosis WA “Fundraising Activity”.

Use Of Logo

The only logo that will be issued to Authorised Agents is the Proudly Supporting Cystic Fibrosis WA logo. No other logo including the red rose itself is to be issued.

Promotional Materials

CFWA is able to provide promotional materials in the form of posters, information brochures, balloons etc. to support a fundraising activity. Campaign specific materials are also available for fundraisers such as Go Red for CF and Crazy Hair Day.

CFWA may assist Authorised Agents on request with the production of any promotional material for a fundraising activity. Such assistance should be negotiated and scheduled well in advance.

Sponsorship

CFWA has relationships with certain sponsors and similarly the national body CFA has sponsorships, some with guarantee of sole rights. These rights must not be breached. Therefore, Authorised Agents seeking sponsorship for their fundraising activity should discuss in advance with CFWA’s Fundraising & Marketing Manager any approach to potential sponsors.

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Letter of Acknowledgement

All individuals or organisations wishing to fundraise for CFWA will require a Letter of Acknowledgment that confirms CFWA's awareness and acceptance of the fundraising activity and provides the organiser authority to collect funds under CFWA's Charitable Collections Licence as an Authorised Agent. The letter may be used as a tool by the Authorised Agent to request support and funding for their activity.

This document is to be signed by the CEO, Fundraising & Marketing Manager or the Community Fundraising & Events Coordinator and will be provided following discussion and receipt of the completed Fundraising Event Registration Form.

Publicity & Promotion

CFWA may assist with publicising community/corporate fundraising activities through its publicity channels (print, radio and electronic media), however, this does not guarantee publication. CFWA may also promote fundraising activities on the CFWA website, social media pages, e-News, RED Magazine or via mailouts at the discretion of the Fundraising Department.

Spokesperson

The CEO or Fundraising & Marketing Manager is the spokesperson for Cystic Fibrosis WA. The Authorised Agent speaks on behalf of themselves or their group/organisation, not on behalf of Cystic Fibrosis WA.

Funds Raised

At the completion of a fundraising activity, the Authorised Agent is requested to remit the funds raised, along with any relevant receipts (indicating GST where applicable). Regulation 11 of the Charitable Collections Regulations (1946) requires monies collected under the authority of a licensed organisation to be deposited into the licence holder's accounts within 14 days of being collected. These funds may be deposited directly into CFWA's account or handed in person to the CFWA offices.

If a fundraising activity does not generate profit to donate to CFWA, CFWA will not accept liability for any losses incurred.

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Tax-deductible Receipts

A tax-deductible receipt cannot be issued for the following circumstances: <\$2.00 donation, sale of merchandise, raffle tickets, entry to an event and auction purchases. Any tax-deductible receipts issued must state the event/purpose, the amount of money donated and the date.

For Gifts of Goods, a receipt should be issued detailing a full description of the goods donated together with the purpose and date; however, no amount or value should be included on the receipt. For the purpose of obtaining a tax deduction for the gift, the donor will be required to meet the relevant ATO rules by producing sufficient documentation to establish that the goods were owned by them for less than 12 months and also to establish the cost to them of the goods donated.

For Gifts of Services, no receipt will ordinarily be issued as no deduction will be available to the donor. However, if a receipt is required, this should detail a full description of the services provided together with the purpose and date; no amount or value should be included on the receipt.

Permits & Licenses

An Authorised Agent of CFWA will be responsible for applying for any permit or licence that is necessary to the running of their fundraising activity. All licences and permits should be held in their own name or the name of their organisation. CFWA will not apply for permits or licences on their behalf. Failure to apply for or comply with any permit or licence that is necessary for the fundraising activity is the sole responsibility of the Authorised Agent.

These permits and licences include but are not limited to:

- Gaming Permit (Raffle)
- Liquor Licence
- APRA Licence

Insurance

An Authorised Agent of CFWA will need to establish if their fundraising activity requires insurance (i.e. a sausage sizzle held at a Bunnings site). CFWA has limited public liability coverage available for prescribed activities and may be able to issue the Authorised Agent with a Certificate of Currency or notify our insurer of an "additional event". However, this is limited to fundraising events organised by CFWA or where CFWA is a participant / collaborator on third party sites. Simply the fact that the individual is fundraising for CFWA does not mean that CFWA accepts risk for the event.

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Un-authorized Fundraising Activities

Where fundraising activities are not authorised by CFWA, CFWA will:

- Attempt to contact the fundraising individual or organisation, and
- Provide the opportunity to apply to become an Approved Agent

If approval is not granted, CFWA will contact the Department of Mines, Industry Regulation and Safety (formerly Department of Commerce) and notify them of the unauthorised fundraising activity.

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