



Assistance Dogs Australia

PO Box 455 Engadine NSW 2233
www.assistedogs.org.au

Toll Free 1800 688 364 Fax; 02 9548 3766
ABN 90 074 746 160

Fundraiser/Event Coordinator Details

Name of event organiser/main contact

Name of organisation (if applicable)

Address

Phone - Work Mobile

Home Fax

Email

I am organizing this fundraising event in the honour of/for the purpose of;

Your reasons for fundraising for Assistance Dogs Australia;

How did you hear about Assistance Dogs Australia?

What previous involvement have you had with Assistance Dogs Australia?

Fundraising/Event Details

Which of the following would best describe the type of fundraising you intend on carrying out (please select one)?

- | | | |
|---|--|--|
| <input type="checkbox"/> Raffle | <input type="checkbox"/> Puppy Shower | <input type="checkbox"/> Golf Day |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Morning/Afternoon Tea | <input type="checkbox"/> Bowls Day/Ten Pin Bowling |
| <input type="checkbox"/> Gala Dinner/Ball | <input type="checkbox"/> Art Exhibition/Craft Sale | <input type="checkbox"/> Trivia Night |
| <input type="checkbox"/> Luncheon/BBQ | <input type="checkbox"/> Entertainment Event | <input type="checkbox"/> Open Garden |
| <input type="checkbox"/> Work Charity Day | <input type="checkbox"/> Dance/Concert | <input type="checkbox"/> Bus Tour/Shopping Tour |
| <input type="checkbox"/> Dog Show/Dog Day | <input type="checkbox"/> Fun Run/Walk | <input type="checkbox"/> Fashion Parade |
| <input type="checkbox"/> Fete Stall/Market Day | <input type="checkbox"/> Other Fitness Event | <input type="checkbox"/> Percentage Sale of Goods |
| <input type="checkbox"/> Other (please specify) | | |



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Fundraising/Event Details Continued....

Name of fundraising event

Proposed date/time of event/fundraising

Location of the proposed fundraiser/event

Expected funds to be raised from the event/fundraiser

Do you propose to apply for sponsorship for this event? (please circle) YES NO

If so please specify;

Will any other organization benefit from this event? (Please detail)

Percentage of income proposed to Assistance Dogs Australia;

Type of support you anticipate you will require from Assistance Dogs Australia;

Is there anything further you wish to add?

Authority

(If under the age of 18 please have a parent or guardian co-sign)

Signature; _____

Print Name; _____

Date; _____

Please return this proposal to;

Assistance Dogs Australia Ltd
Attn; Teangi Chambers
Fundraising and Events Manager
PO Box 455 ENGADINE NSW 2233

Or fax to 02) 9548 3766



Thank you



Have Fun Fundraising for Assistance Dogs Australia

Thank you for your interest in Assistance Dogs Australia. We do not receive any government funding so we rely a great deal on the support of individuals, community groups and corporates like you to continue to train and place dogs with people with physical disabilities all over Australia.

The demand for our services far outweighs the ability we have, due to resources and funding, to place the amount of dogs we would like and that are needed. To help us reach our goal of placing as many service and companion dogs that are actually required we need your help.

The Australian Government has developed legislation governing the conduct of fundraising. Under each state's Charitable Fundraising Act anyone wishing to raise money for charitable purposes must hold an authority to fundraise.

So before you go ahead we will need to learn a little about you and about your proposed fundraising activity so we can give you that authorisation. We do this by providing you with the Community Involvement Application Form which you can download from our website at www.assistancedogs.org.au. All community groups or individuals, regardless of the size of the proposed activity, will be required to fill in the application and obtain an authority to fundraise prior to commencing any activity.

The following guidelines are written to assist you in this regards and give you some direction and ideas.

Once again, thank you for your support and don't forget that we will support you in supporting us.

**Kind regards,
Assistance Dogs Australia**

An Overview of the Steps to take

1. Read the guidelines so you are aware of all that is required
2. Download the 'Community Involvement Application Form' from our website or telephone us on 1800 688 364 to have one emailed or sent to you.
3. Decide on the fundraising you wish to embark on – enlist some friends to help
4. Fill in and return the application to Assistance Dogs Australia
5. Once we receive your application and approve it we will give you an 'Authority to Fundraise' so that you can commence your journey.
6. On completion of the fundraising all monies and documentation (as detailed below) are returned to Assistance Dogs Australia.

Have Fun Fundraising for Assistance Dogs Australia Continued....

General

These guidelines have been developed to assist groups and individuals that are planning fundraising projects or activities to benefit Assistance Dogs Australia. These guidelines provide a basis for a fundraiser/event to be organized externally to and for the benefit of Assistance Dogs Australia.

Authority to Fundraise

Under the Charitable Fundraising Act 1991 (NSW) anyone wishing to raise money for charitable purposes must hold an authority to fundraise. Assistance Dogs Australia Ltd is authorized to fundraise under the act. On receipt of your signed application to fundraise we will send you prior permission in the form of an 'authority to fundraise' letter. No fundraising is to take place until this authority to fundraise letter has been received by you.

Authority to fundraise will only be granted to events/fundraising activities which do not reflect in a negative manner on Assistance Dogs Australia and upholds its core values. Fundraising must stay within the bounds of what is proposed in the fundraising application. Only children above the age of 8 years are permitted to volunteer to be part of the activity and certain conditions may apply.

Logistics

Any performance of any tasks by you as part of the fundraising activity is purely voluntary and you will not be paid for your time and effort in conducting the fundraising activity. It is then the individual/group's responsibility to regularly report back to and keep Assistance Dogs Australia updated on the progress of the event and should an event/fundraising organisation cease please advise Assistance Dogs Australia.

Permits

Some activities you may wish to undertake may require permits ie; permits to use public space, shopping centres and alike. Please abide by any necessary regulations by applying for any permits required – if in doubt please contact us and we may be able to help.

Banking of Monies

By law a separate bank account must be set up for the receipt of funds and must have no other income aside from the fundraising activities. The name of the account must include the name 'Assistance Dogs Australia Ltd' and all funds should be deposited immediately on their receipt. No expenses/deductions are to be made prior to the depositing of funds into the nominated account.

Record Keeping

A complete record of income, expenditure (supported by receipts and invoices) at the conclusion of the fundraising. On completion of the event the financial information shall be returned along with the Authority to fundraise letter. This must be within 12 months of the initial application date. Financial information must be recorded and fundraising expenses incurred as part of the activity must be no more than 40%. It is suggested you prepare a preliminary budget for submission with your application to fundraise so that we are able to authorize your expenditure in advance.

Have Fun Fundraising for Assistance Dogs Australia Continued....

Assistance Dogs Australia has been endorsed by the Australian Taxation Office as a deductible gift recipient. This means that donations over \$2.00 are tax deductible. A receipt is not required for purchases such as ticket sales, raffle ticket sales and merchandise sales as these items are not tax deductible. Assistance Dogs Australia will either issue you with a receipt book or issue receipts on your behalf on supply of your financial records. This can be negotiated when we discuss your event/fundraising details.

All information required to be submitted at the conclusion of your event/fundraising activity must be done so within 14 days of the cessation of the activity. This includes returning all monies, the authorization letter and any left over promotional material/merchandise.

Raffles

There are certain restrictions on the conduction of raffles depending on the amount of prizes, the method of selling and so on. Please consult the Charities Best Practice Guidelines which are available at www.olgr.nsw.gov.au/charitable_best_pract.asp for more information.

Promotion and Media

Printed material and press releases must meet Assistance Dogs Australia's standards prior to use. Permission to use the logo, registered trademarks or make any representation to the media on Assistance Dogs Australia must only do so with prior clearance from Assistance Dogs Australia.

While Assistance Dogs Australia will assist where ever possible it is the organisers sole responsibility to conduct and coordinate your fundraising activity, including organizing the event, financial and other record keeping, soliciting prizes, organizing printed material and alike. Assistance Dogs Australia is happy to supply standard promotional material to supplement your activity.

If you have any further questions regarding these guidelines please contact Assistance Dogs Australia on 1800 644 368 or email info@assistedogs.org.au

Once again – thank you for helping us help others!

