**Fundraising Guidelines**

Thank you for your interest in fundraising for the RACQ Capricorn Helicopter Rescue. RACQ CapRescue is a not-for-profit organisation that relies heavily on community support to keep the service in the air. With our annual operating costs projected upwards of $8.4 million, we receive half of this in funding from the state government. The community raises the remainder through fundraisers, events, sponsorships, workplace giving contributions and the work of our valued volunteers.

RACQ CapRescue appreciates and values the support of individuals, community groups, and businesses willing to assist our organisation in raising funds. Any third party raising funds for RACQ CapRescue must comply with relevant laws and regulations within each State or Territory. To help you develop your fundraising event, we have put together some guidelines that must be adhered to protect all participating parties. Once approved, you will receive a Fundraising Toolkit, a Letter of Authority to fundraise, and other documents to assist you in organising your event. These tools can be used to maximise opportunities to raise funds and communicate valid messages to the community about the vital life-saving work RACQ CapRescue does within our region.

The Toolkit includes:

* Information about RACQ CapRescue to assist you in understanding what we do
* Social media tips
* Tips to boost your fundraising
* Steps to get started
* Finance and receipting information

Other documents provided:

* Letter authorising you to raise funds on our behalf.
* Letter template for seeking sponsorship or donations to support your event.
* Register for donations requiring individual receipts.
* The Funds Return form will be completed and returned to RACQ CapRescue for processing.
* List of materials and merchandise from RACQ CapRescue to support your event.
* Income and Expenditure template.
* Style guide for using our logo.

**Guidelines**

*Please read the following guidelines carefully before completing the Proposal to Fundraise*

* Any fundraising activity undertaken by a third party to raise funds for RACQ CapRescue will be conducted by that individual or group/ committee and is the sole responsibility of the person/s making application to RACQ CapRescue
* Any promotional material must clearly state that the event is “raising funds for RACQ CapRescue”. It is not to be referred to as a RACQ CapRescue event.
* The RACQ CapRescue logo is a valuable brand. The organisation must approve any use of the logo. Guidelines for using our logo will be included in the Fundraising Toolkit.
* Due to the nature of our organisation and our strong ethical standards, we will not be involved in any event or be associated with any organisation or industry group that supports or promotes unsocial or unlawful activities.
* The person/parties authorised to fundraise are responsible for payment of all expenses in relation to the agreed fundraising activity.
* A third party cannot issue a receipt for funds raised. Only RACQ CapRescue can issue a receipt for money raised on our behalf. If a receipt is required, relevant information must be recorded on the “Register for Donations Requiring Individual Receipts” provided in the Fundraising Toolkit. Receipts will then be issued directly to the donor by RACQ CapRescue
* A donation is described as an amount of money given with no expectation of a benefit in return for the amount given. Please be aware that tickets to attend fundraising events, the purchase of auction items and raffle tickets, etc., are not donations and, therefore, are not eligible to receive a tax-deductible receipt.
* A detailed Income and Expenditure sheet will be included in the Fundraising Toolkit and can be completed by any person/party authorised to fundraise for RACQ CapRescue. This sheet is for the person/party's purposes and does not need to be provided to RACQ CapRescue. This sheet and any receipts concerning costs associated with the event must be kept by the person/parties authorised to fundraise for seven years to satisfy the Australian Tax Office.

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**Guidelines cont’d**

* Funds raised must be reconciled and forwarded to RACQ CapRescue **within 60 days** of the completion of the fundraising activity.
* RACQ CapRescue cannot secure raffle or auction prizes for your fundraising activity.
* Funds raised and individual donations can be deposited directly into our bank account. Account details will be supplied with your Fundraising Toolkit. Donations can also be made at any time via our website, www.caprescue.org.au, and will be allocated as funds raised to your event total. Please provide the event name in the comments section.
* Community fundraisers are not authorised to deposit any funds raised into their personal bank account. Once you receive the authority to raise funds for RACQ CapRescue, any funds raised using our name must be deposited into one of the approved account options.
* RACQ CapRescue cannot provide public liability insurance for any fundraising events organised by a third party.
* RACQ CapRescue accepts no responsibility for any accidents or incidents that occur during the organisation or running of the fundraising activity. You must indemnify the organisation in any insurance you undertake in relation to your activity.
* It is the responsibility of the person/parties authorised to undertake the fundraising activity to gain any licences or approvals from relevant local and state authorities to operate their fundraising activity. We may be able to provide some guidance in this area.
* Any person undertaking a fundraising activity on behalf of a registered charity without authorisation by that charity is acting outside of the law and can be prosecuted.
* We reserve the right to refuse or cancel the granting of a fundraising authority at any time if we believe it is not in the best interests of RACQ CapRescue or for any other reason whatsoever.
* All fundraising equipment must be returned to RACQ CapRescue within ten working days after the event (unless arranged prior) and returned in the condition it was collected. Failure to do so may result in payment to replace fundraising equipment.

**Proposal to Fundraise**

Please read our Fundraising Guidelines before completing this proposal. All applications will be assessed within eight working days. Once approved, you will receive a Fundraising Toolkit and a Letter of Authority to fundraise on behalf of the RACQ CapRescue.

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| **Contact Details**  |
| Contact Name |  |
| Organisation/business name (if applicable) |  |
| Contact Number | M: | H: |
| Postal Address |  |
| Email |  |
| Preferred contact method | Email / Phone (circle) Best time to contact: |
| **Event Details**  |
| Event name |  |
| Number of proposed participants (if applicable) |  |
| Date:  | Time: | Location: |
| Please describe the event in detail - (a separate sheet may also be submitted) |  |
| How will you raise money? (e.g. ticket sales, raffle, auction, etc.)  |  |
| Will you raise money for other organisations as well? If so, who? |  |
| **Media/Ticketing**  |
| Facebook Event for us to share?  |  |
| Website/Email address to share? |  |
| Where can people buy tickets? E.g. online, in-person, over the phone, etc.  |  |

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| **Event Assistance**  |
| Please indicate if you require any of the following to assist your fundraising event.We need six weeks’ notice, and unfortunately, not all items may be available due to other events.\*Please note: all equipment must be returned within ten working days after the event (unless arranged prior). | * Use of RACQ CapRescue logo [ ]
* Donation boxes [ ]  Qty:
* RACQ CapRescue Teardrop banners [ ]  Qty:
* RACQ CapRescue corflute signs [ ]  Qty:

Date required by:                                                        |
| Do you require our organisation to be present at your event? If so, please detail.  | *\*Note: RACQ CapRescue attendance is subject to availability, dates and location.*  |
| Do you require volunteers to assist at your event? If so, how many?  | *\*Note: Attendance of volunteers depends on availabilities, dates and location* |
| Any other comments: |  |
| **Declaration**  |
| I hereby declare that all information provided to the RACQ Capricorn Helicopter Rescue in this proposal is true and accurate. I have read the Fundraising Guidelines and agree to abide by all conditions contained within the guidelines. I agree to indemnify the RACQ Capricorn Helicopter Rescue against any claims for injuries or damages arising from the event or activity I undertake. I understand that the RACQ Capricorn Helicopter Rescue has the right to withdraw my approval to fundraise if I breach Fundraising Guidelines. **Name:****Signed:****Date:** |

**Once completed, please email to Sharyn Truelson –** **Sharynt@caprescue.org.au**