

Community Fundraising Guidelines

The Australian Government has developed legislation governing the conduct of fundraising. Under the Charitable Collections Act 1946 (WA) anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the charity. So, before you start your fundraising for Ambulance Wish Western Australia, we will need to authorise your fundraising activity. All individuals, groups or organisations who wish to fundraise must register with us, whatever the size of the event or the donation (cash or in-kind). These Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of Ambulance Wish Western Australia. We need you to read the guidelines, then complete, sign and send back the 'Permission to Fundraise form' to the Ambulance Wish Western Australia Fundraising Team (for more information please email fundraising@ambulancewishwa.org.au). The Fundraiser is not authorised to use Ambulance Wish Western Australia as its beneficiary charity until it has received the Authority to Fundraise in return.

Thank you for supporting Ambulance Wish Western Australia! We're sure that you'll enjoy fundraising so that we can help fulfil final wishes for terminally ill West Australians.

Fundraising for Ambulance Wish Western Australia

Due to limited resources, Ambulance Wish Western Australia is not able to take a coordination role in your event (the 'Event'), such as assistance with ticket sales, soliciting prizes or organising celebrities. The Event, including the financial aspects, fundraising, record keeping and management of the Event shall be conducted in your name and is the sole responsibility of the Fundraiser.

The Fundraiser's arrangements for the Event must be planned with the approval of Ambulance Wish Western Australia and Ambulance Wish Western Australia expects a reasonable level of liaison and information about the Event.

Any changes made from the original details provided on the Application to Fundraise Form must be reported to Ambulance Wish Western Australia and may result in a new Authority to Fundraise being distributed.

Ambulance Wish Western Australia requires that there be no door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Event.

Financial aspects of the event

Ambulance Wish Western Australia is not able to pay expenses incurred by you, but you can deduct necessary expenses from the proceeds of your event, provided they are properly documented and total expenses must be less than 40% of the gross income. A Financial Reporting Statement needs to be returned to Ambulance Wish Western Australia within 30 days of the conclusion of the event.

The proceeds of the Event are to be sent to Ambulance Wish Western Australia within 14 days of the conclusion of the Event.

The Fundraiser agrees to release Ambulance Wish Western Australia to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of Ambulance Wish Western Australia or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

Prohibited activities

Ambulance Wish Western Australia ensures that fundraising activities are carried out in an ethical manner will not accept funds raised via or from:

- Sports betting – e.g. horse racing, greyhound racing and boxing matches.
- 'Pokie' machines.
- Adult entertainment.

Ambulance Wish Western Australia reserves the right to refuse any fundraising activity that does not align with its values or ethics.

Tax-deductible receipts

Please note that we can provide you with a tax-deductible receipt only – this can be made out to you as an individual, or to your organisation. Tax deductible receipts can be issued by Ambulance Wish Western Australia, along with Certificates of Appreciation, for people donating money of \$2 or more at your event once the funds have been received. If any of your donors / supporters require a receipt, please contact us about a Receipt Request Form.

Donors who make a donation of \$2 or more through your fundraising page will be automatically issued with a receipt at the time of making their donation.

Ticket purchases, such as raffle tickets, entry to an event or auction purchases are not tax-deductible.

Publicising your event

We will give you an 'Authority to Fundraise' confirming you have been approved as a fundraiser for Ambulance Wish Western Australia.

You are then permitted to use the Ambulance Wish Western Australia 'Proudly Supporting' logo to publicise your event.

The logo must not be altered, cropped or recoloured. All parts of the logo must be left in place and cannot be removed or repositioned.

If you produce marketing materials using our name and logo, please send us a copy for prior approval.

PROUDLY SUPPORTING



Please do not use the Ambulance Wish Western Australia name or conduct your fundraising activity in any way that would diminish respect or jeopardise the good name of the charity.

You should be transparent with your supporters and indicate clearly if either "Net proceeds donated to Ambulance Wish Western Australia" or "\$10 from the ticket price will be donated to Ambulance Wish Western Australia".

Should you wish to include some stories, testimonials or case studies in your promotional material the Ambulance Wish Western Australia Fundraising Coordinator will be able to provide you with appropriate material.

Insurance

You might need to cover your event for public liability, the venue or other aspects of your activity. You must ensure your own insurance policies cover you for all insurable risks associated with your fundraising activity and participants. As Ambulance Wish Western Australia is not the Fundraiser we are unable to cover any liability on your behalf.

Disclaimer

Ambulance Wish Western Australia reserves the right to withdraw its approval for an authorised event at any time if it appears that there is a likelihood of the Fundraiser conducting the event fails to adhere to Ambulance Wish Western Australia's guidelines.

Ambulance Wish Western Australia also reserve the right to refuse, or cancel authorisation at anytime if the Management Committee believe the event is not in the best interests of the individual or Ambulance Wish Western Australia.