

# Community Fundraising Guidelines



**These fundraising guidelines (terms & conditions) have been developed to assist you in planning your fundraiser to help Women and Infants Research Foundation (WIRF). They will also help you with the planning, financial and legal requirements of your event/activity.**

Please read this document carefully. If accepted, by signing and returning the authority to fundraise application, these terms and conditions will form the basis of any dealings between WIRF and the Organiser in relation to the Fundraiser.

## Terms

'Organiser' is defined as the individual or organisation holding the fundraiser on behalf of WIRF.

'Fundraiser' is defined as the event or activity that will be undertaken to raise funds.

'Fundraising guidelines' are defined as the terms & conditions for holding a fundraising event or activity.

## Fundraising for WIRF

Before starting to plan for your fundraiser please make sure you have an authorisation to fundraise letter. This confirms that your event/activity has been registered and that the Organiser is approved to fundraise on WIRF's behalf.

The Fundraiser will be conducted in the Organiser's name and is the sole responsibility of the Organiser. I'm afraid we cannot assist with coordination, soliciting prizes, organising publicity, or providing goods or services to help the Organiser in the running of the Fundraiser.

If you are planning to host a raffle or sell alcohol please obtain the necessary permits from the Office of Racing, Gaming & Liquor. A raffle permit is not required if you intend to both sell and draw the winner is on the same day.

## Media and promotional materials

All printed promotional materials and media releases must be approved by WIRF prior to print and distribution. Please also remember to make it clear that you are raising funds for WIRF and not representing WIRF.

Due to limited resources WIRF cannot undertake media relations for the Organiser, but we are happy to provide Media guidelines and advice if required.

Please also seek permission to use the WIRF logo and advise WIRF of any other sponsors and logos that will appear with the WIRF name/logo.

## Finances

It is a requirement of the Charitable Fundraising Act that the Organiser maintains accurate records of income and expenditure and that monies received in the course of a fundraising appeal be immediately paid into a separate bank account.

The financial aspects, fundraising, raffles, record keeping and management of the Fundraiser are entirely the responsibility of the Organiser. The Organiser must comply with any obligations imposed on it by the Charitable Fundraising Act and/or regulations in the relevant state or territory.

All proceeds, the statement of income and expenditure as well as the Letter of Authority should be returned to WIRF within 14 days following your fundraiser.

WIRF is happy to issue individual receipts for tax deductions to supporters of the fundraiser (providing they have not received a material benefit or advantage in return of their payment). Please provide full contact details and donation amount.

Basic tips for record keeping: A simple way to keep track of the financial details of your event is to keep a folder with a number of plastic sleeves. Use individual sleeves to keep receipts, bank deposit stubs, cheques donated, donor pledge/tally sheets, receipts. Make notes on the back of receipts if it is unclear as to what that money paid for.

WIRF cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented, and the total amount is initially deposited into the bank account. (Total expenses must be less than 40% of total proceeds).

## Legalities

WIRF is unable to provide public liability insurance cover to Community Fundraisers.

Your fundraiser must be legal and comply with Federal and State laws.

The Organiser must also comply with the Charitable Fundraising Act and Regulations and apply for any necessary permits. Non-compliance with these regulations may jeopardise WIRF's right to fundraise in the future, so we thank you for your help in these matters.

**If you have any queries about fundraising, please contact Tina Williams, Marketing & Development Manager.**

**Thank you for supporting Women and Infants Research Foundation (WIRF)  
Your important contribution will help us to provide a healthier future to our future generations.**

# APPLICATION FORM FOR AUTHORITY TO FUNDRAISE

Application Date:

---

## ORGANISER'S DETAILS

Category (please tick): Company  Individual  Club  School

Name of Organiser:

---

Name of Company (if applicable):

---

Address:

---

Daytime Phone:

Mobile:

Email:

---

## FUNDRAISER DETAILS

Name of Fundraiser:

---

Description of Fundraiser:

---

Date of Fundraiser:

Location of Fundraiser:

---

Cost of Fundraiser (if applicable):

---

Are special permits required?

---

Amount you aim to raise?

---

## ACKNOWLEDGEMENT OF TERMS & CONDITIONS

Please sign below to acknowledge that you have read, understand and agree to WIRF's Community fundraising Guidelines (Terms & Conditions)

Signature:

---

Name (please print clearly):

---

Date:

---

Please return your completed form to:

Tina Williams  
Marketing & Development Manager  
Women & Infants Research Foundation  
Po Box 134  
Subiaco, WA 6904

