



Fundraising Guidelines for Childcare Kitgum Servants (CKS)

ABN 58 397 511 404

Thank you for your interest in raising funds for Childcare Kitgum Servants (CKS).

The following guidelines provide the basis for a fundraising event.

Authority to Fundraise

CKS is required under the NSW Charitable Fundraising Act (1991) to approve and authorise all volunteer fundraising activities. All fundraisers (both individuals and organisations) regardless of what State of Australia you are in must by law have a letter of *Authority to Fundraise*.

An *Authority to Fundraise* is sent by CKS when:

A written and signed *Fundraising Proposal* has been received by CKS and approved

CKS is satisfied that the fundraising event fits in with the aims and values of CKS

That the activity is not high risk

CKS is satisfied that the fundraising event will produce a reasonable return after approved expenses have been deducted

If the fundraising event is approved then a letter of *Authority to Fundraise*, a *Fundraising Badge (if required)* and an *Authorisation Poster* will be sent to the approved Fundraiser. The Fundraiser is the person signing the *Fundraising Proposal form*.

The fundraising event must be conducted in the name of the Fundraiser and is the sole responsibility of the Fundraiser.

CKS must be advised of any changes to the *Fundraising Proposal Form* prior to the fundraising event as this may require a new Letter of *Authority to Fundraise*.

CKS reserves the right to withdraw approval of an event at any time. The fundraiser must then cease all fundraising and return the Letter of *Authority to Fundraise*, *Fundraiser Badge (if required)*, *Authorisation Poster*, any funds already raised and all records.

Insurance

CKS is unable to provide public liability insurance for any fundraising activity.

CKS Name, Logo and CKS Photos

The fundraising event is not an official CKS event, but an authorised fundraising event to raise funds for donation to CKS. All material using the CKS name, logo and CKS photos must be approved for use by CKS, and must display your CKS authorised fundraising number.

In your correspondence and promotion of the event please make clear that the fundraising activity is not an official CKS event but an authorised fundraising activity to raise funds for CKS by donation. You may quote your authorised fundraising number from CKS in your promotional material.

Media and Public Relations

Due to limited resources, CKS cannot undertake media relations for the Fundraiser.

All media releases and media material must be approved by CKS before distribution.

Financial Records and Receipting

It is a requirement of the charitable fundraising legislation that the Fundraiser maintains accurate records of income and expenditure associated with the fundraising event and provides CKS with financial records including a projected budget prior to the event as part of the application.

All funds raised must be deposited into the CKS account within 14 days of the fundraising activity or sent by cheque to CKS.

A collection box must be used to secure monetary donations.

CKS cannot pay expenses incurred by you, but you can deduct approved expenses from the proceeds of your event, provided they are properly documented and don't exceed the approved percentage of the total funds raised.

CKS can provide official receipts on request for approved events. Tax-deductible receipts can only be issued to people donating amounts of \$2 or more. The CKS Sydney office will issue receipts after your event. If a person receives a benefit in return for giving then their donation is not tax deductible.

Participation of Children in Fundraising

CKS only authorises people over the age of 18 years to fundraise and does not approve of the participation of children in fundraising events.

Fundraising face-to-face

Fundraising face-to-face also requires that you wear an approved Identification Badge from CKS. (CKS will advise if your event requires a badge). It is a requirement that your Identification Badge is clearly visible on your clothing when you are engaged in Fundraising activity. This must be returned to CKS when the appeal has ended. Please note that this approval does not extend to door-to-door canvassing or street collections for donations.

Fundraising Guidelines

By receiving an approval to conduct fundraising for CKS you agree;

(a) To abide by CKS's Fundraising Guidelines, (If you do not agree to abide by these conditions then you are required to cancel your Fundraising Event and if you have received the Authority to Fundraise letter & Badge (if applicable) and CKS promotional material return these to CKS within 7 days.);

(b) That CKS is not liable and bears no responsibility for the activities, opinions, misconduct, damage to property, misrepresentation, injury, loss of life or otherwise caused by or to the Fundraiser while conducting activities on behalf of CKS.