

Before you start fundraising, please take a minute to read these guidelines. They explain how to plan and organise your fundraising activity or event. They also outline your responsibilities as a community fundraiser.

All individuals, groups or organisations who wish to fundraise on behalf of Parkinson's NSW are referred to in this document as Community Fundraisers. Community Fundraisers must register with us, whatever the size of the activity or the donation. This will ensure your fundraising activity meets the requirements of the fundraising legislation.

By fundraising for Parkinson's NSW, we are extending our NSW Fundraising Authority to you. This means that we will need to obtain as much information from you as possible by you completing the Pitch in for Parkinson's Fundraising Registration Form at the end of this document, or online at www.parkinsonsnsw.org.au

Any changes made after the form has been submitted must be reported to Parkinson's NSW within 14 days of the date of the change, and before commencement of the Activity or Event.

The Activity is conducted in your (the Community Fundraiser) name and it is your responsibility to comply with all rules and regulations. Once your Activity is approved, we'll send you an Authority to Fundraise Letter, a Fundraising Identification Number and Identification Badge. Until receipt of your approval, you cannot commence your fundraiser or use the Parkinson's NSW brand or any of our affiliated events as your charity beneficiary.

While we want you to be creative in choosing your fundraising activity, due to our organisation's standards and safety concerns there are a few activities/events that we cannot be associated with. These include:

- U Use of weapons, firearms or fireworks
- U Events that promote smoking, drugs or misuse of alcohol (including sponsorship from companies that sell these products)
- U Events that promote illicit behaviour
- U Door-to-door or telephone fundraising

Parkinson's NSW, due to limited resources, is unable to assist in the coordination of your fundraiser, assist in soliciting prizes, organise publicity or celebrities, or provide goods or services. Where possible, Parkinson's NSW will support and advise you on your fundraising activity.

We encourage you to seek sponsorship for your planned activity and ask that you run any potential sponsors past us. Sponsorship requires invoicing by Parkinson's NSW so please get in touch.

Parkinson's NSW are unable to assist in obtaining prizes, organising publicity,

We take the privacy of our supporters seriously. Access to the Parkinson's NSW donor database is not permitted.

Insurance

Parkinson's NSW insurance policies do not extend to cover you or your fundraising event or activity. You are encouraged to obtain your own insurance for your fundraising activity or event.



Permits & Licences

- U The activity or event must comply with all relevant legislative and Local Government requirements.
- U As the Community Fundraiser need to be aware of regulations relating to liquor licensing, preparation of food, and conducting raffles, competitions and auctions. You are required to obtain the relevant permits or licences.
- U It is your responsibility to check with relevant authorities and your Local Council to ensure that you have all permits required for your activity or event.
- U You are also responsible for contacting local police and ambulance services if required.
- U Each Australian state have different rules and regulatory bodies governing fundraising. The New South Wales authority currently governing fundraising legislation is Fair Trading. More information can be obtained on their website <https://www.fairtrading.nsw.gov.au>
- U If you are conducting your fundraising activity in another state, please ensure you are familiar with the requirements and legislation pertaining to that State.

Financial Aspects

As the Community Fundraiser, you are responsible for all financial aspects – including record-keeping, management of funds, and depositing of funds raised into the Parkinson's NSW bank account. Please refer to the income and expenditure forms in your fundraising tool kit. These must be returned with your donation within 14 days of completing the fundraising activity.

Your obligations are to ensure that:

- U You keep and provide Parkinson's NSW with accurate financial records of your Activity or Event by completing the income and expenditure forms, and the donation receipt form (if required) enclosed in your fundraising tool kit and returning these within 14 days of completion of your fundraising Activity.
- U All funds raised are deposited into the Parkinson's NSW bank account within 14 days of completion of your fundraising Activity. Parkinson's NSW cannot pay or reimburse any expenses incurred by you as a result of the fundraising activity. If you cannot access direct deposits, please organise a cheque or money order made out to Parkinson's NSW and return it with your financial records to:

Parkinson's NSW
PO Box 71
North Ryde BC NSW 1670

- U You must not incur any expenses in the name of Parkinson's NSW.

Parkinson's NSW cannot process any credit card transactions on your behalf. If a credit card facility is required for this event, please organise this with your financial institution.



Tax-deductible Donations

Parkinson's NSW can provide official tax-deductible receipts for donations of \$2 or more. PComplete the Donation Receipt Form enclosed in your fundraising tool kit for any cash donations requiring a tax receipt within 14 days of completion of your fundraising Activity or Event.

Please note that the following cannot be issued with a tax-deductible receipt:

- ❯ Purchase of a good or service
- ❯ Purchase of raffle tickets
- ❯ Purchase of an auction item
- ❯ Goods or services donated for a fundraising event or activity

Online fundraising is the fastest and safest way to collect donations. Donations made online will automatically generate an electronic receipt that will be emailed directly to the donor.

If you set up a Pitch In for Parkinson's online fundraising page, please send your donors the link to your dedicated fundraising page to make donating simple.

Using Parkinson's NSW Logo and Name

We have created many downloadable Pitch In for Parkinson's resources to help promote your fundraising Activity or Event. They can be found at <https://www.parkinsonsnsw.org.au/support-us/pitch-in-for-parkinsons/fundraising-resources>

We can also supply you with other Parkinson's NSW branded posters and information flyers on request.

If you wish to use the Parkinson's NSW name, logo or any affiliated event logos on any materials or product, you must obtain prior permission from Parkinson's NSW.

All material or products on which it is proposed to utilise the Parkinson's NSW logo or name must be submitted to Parkinson's NSW for written approval prior to production. Please allow 10 working days for approval.

Any supplied Parkinson's NSW logos or templates cannot be altered or amended in any way for example, changes to colour, cropping or additions to the design.

It's also important to note how you can and cannot use the Parkinson's NSW name in promoting your event. For legal reasons our name cannot be used as part of your event's name, for example: Parkinson's NSW Picnic.

You can say, for example: Picnic proudly supporting Parkinson's NSW or Picnic with proceeds going to Parkinson's NSW.

Media Outreach

Please notify Parkinson's NSW if you intend to approach any media about your fundraising activity.



Media Outreach continued

All media material and releases must be approved by Parkinson's NSW prior to distribution. Parkinson's NSW is more than happy to discuss any ideas that you may have for media materials and distribution outlets and will do our best to support you.

Please ensure you put your request in writing at least one month to the event. If you wish us to review materials for you, please allow at least 10 working days.

Ambassadors and Sponsors

Due to the number of demands on ambassadors and sponsors to support Parkinson's NSW, any plans to approach these public personalities or companies must be discussed with Parkinson's NSW prior to any contact being made.

You must not approach celebrities or companies using the name of Parkinson's NSW.

If you would like a representative of Parkinson's NSW to attend your activity or event, or play a part in the proceedings, Parkinson's NSW should be notified at least 6 weeks prior to the event or activity. Parkinson's NSW cannot guarantee the availability of a staff member to attend.

Parent/Guardian consent

All persons under 18 years old must have permission from a parent or legal guardian to fundraise. They must complete and return the Pitch In for Parkinson's [Parent/Guardian Fundraising Consent Form](#).

Children in New South Wales must be at least 8 years old to be able to fundraise.

Parents and guardians must ensure that they assist and closely supervise persons under the age of 18 in collecting and banking donations. They must also monitor and manage online safety.

Parents & guardians will also need to complete an Everyday Hero Parental Consent Form if fundraising online.

Safety

Safety is an important aspect of any fundraising activity, so always check facilities in advance including fire exits and first aid. It is also a good idea to have a contingency plan in case something unexpected goes wrong e.g. bad weather may ruin an outdoor fundraising activity.

Disclaimer

Parkinson's NSW reserves its right to terminate the Agreement relating to the Activity at any time if it appears that there is a likelihood of the Activity failing to adhere to any of the above terms and conditions.

