



PERMISSION TO FUNDRAISE - Fundraising Guidelines

The Australian Government has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Acts in each state, 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 Tassie Mums, 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 donation. These Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of Tassie Mums. We need you to read the guidelines, and then complete, sign and send back the 'Permission to Fundraise form' to the Tassie Mums Fundraising Team. The Fundraiser is not authorised to use Tassie Mums as its beneficiary charity until it has received the authorisation letter in return.

Tassie Mums wishes to acknowledge and wholeheartedly thank St Kilda Mums for their leadership and assistance in establishing these fundraising guidelines.

Fundraising for Tassie Mums

- Due to limited resources, Tassie Mums is not able to take a coordination role in your event ('the Event'), such as assistance with ticket sales, soliciting prizes or organising venues. The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangement for the Event must be planned with the approval of Tassie Mums and Tassie Mums expects a reasonable level of liaison and information about the Event.
- Any changes made from the original details provided must be reported to Tassie Mums and may result in a new authorisation letter being distributed.
- Tassie Mums 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

- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained by the Event. The Charitable Fundraising Act states this as expenses not exceeding 40% of the gross proceeds.
- The proceeds of the Event are to be sent to Tassie Mums within 14 days of the conclusion of the Event.

The use of Tassie Mums name and logo

- The Fundraiser has no right to the name 'Tassie Mums'. Nor is the Fundraiser given the right to raise funds in that name. This means you cannot call your event a Tassie Mums event, for example A Tassie Mums Trivia Night, however you can call it an event 'supporting Tassie Mums'. Recommended wording would be, 'This event proudly supports Tassie Mums'.
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to Tassie Mums for approval and must also state how the proceeds from the event are to benefit Tassie Mums, for example 'all proceeds from this event' or 'all proceeds from the raffle'. Please allow up to 14 days for approval of your material.



- If the Fundraiser wishes to use the Tassie Mums logo on any materials or products, the Fundraiser must obtain prior permission from Tassie Mums.

Media and public relations

- All media materials and press releases must be approved by Tassie Mums prior to circulation. Please allow up to 14 days for approval.

Permits

- Some activities require permits, for example raffles where the total prize pool is over a certain amount. Please visit www.treasury.tas.gov.au/liquor-and-gaming for more information.
- Permits are also required by councils and shopping centres for outdoor events.

Liability

- All aspects of financial and public liability and public safety are the responsibility of the Fundraiser. As Tassie Mums is not the Fundraiser we are unable to cover any liability on your behalf.
- The Fundraiser agrees to release Tassie Mums to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of Tassie Mums or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

Prohibited activities

Tassie Mums will not accept funds raised via or from:

- Sports betting – for example, horse racing, greyhound racing a boxing match
- 'Pokie' machines
- Adult entertainment

Tassie Mums reserves the right to refuse any fundraising activity that does not align with our values or ethics.

Tax-deductible receipts

Please note we can provide on request one tax-deductible receipt only – this can be made out to you as an individual or to your organisation. We are unable to provide multiple receipts if several people have contributed to your donation – in this instance we are happy to provide a Certificate of Appreciation to the group, please advise if this is required.

Post: PO box 2038 Lower Sandy Bay 7005 **Web:** www.tassiemums.org

HQ: Shop 5, Taroona Shopping Village, 148 Channel Highway, Taroona, Tasmania 7053

Web: tassiemums.org **Facebook:** [tassiemumscharity](https://www.facebook.com/tassiemumscharity) **Instagram:** [Tassie_mums](https://www.instagram.com/tassie_mums)

Tassie Mums is endorsed by the ATO as a DGR item 1 entity ABN 13 847 167 565

