



KATIE LEES FOUNDATION

FUNDRAISING GUIDELINES

The Katie Lees Foundation (the Foundation) is deeply grateful to those who choose to help us raise funds and support women in theatre. These guidelines are intended to support and safeguard you, the fundraiser, as well as the Foundation and our community.

1. Authority to Fundraise

- All individuals, organisations, or groups wishing to fundraise for the Foundation must complete and submit an Application to Fundraise and receive written approval prior to commencing any fundraising activity.
- This includes events, online campaigns, raffles, or any initiative involving the public or soliciting funds using the Katie Lees Foundation name.

2. Use of Name and Branding

- The Katie Lees Foundation name and logo must only be used with prior written approval and according to brand guidelines provided upon authorisation.
- All promotional materials (including posters, online content, or media releases) must clearly state:
- “Proudly fundraising in support of the Katie Lees Foundation”
- and must not imply that the Foundation is the organiser or host of the event unless explicitly agreed.

3. Fundraising Ethics and Compliance

- All fundraising must be conducted honestly and transparently, in accordance with:
 - Australian Charities and Not-for-profits Commission (ACNC) guidelines
 - Relevant state fundraising laws and regulations
 - The Fundraising Institute Australia (FIA) Code of Conduct (where applicable)
- Fundraisers must not mislead or pressure donors or make false claims about the Foundation or how funds will be used.

4. Financial Responsibility

- You are responsible for ensuring all fundraising proceeds are securely collected, documented, and transferred to the Foundation within 21 days of the event or activity.
- A summary of income and expenses must be provided to the Foundation upon completion.
- Fundraisers must not incur expenses in the Foundation's name unless pre-approved in writing. The Foundation does not reimburse fundraising costs unless agreed prior.

5. Donations and Receipts

- The Katie Lees Foundation is not currently endorsed as a Deductible Gift Recipient (DGR), which means we cannot issue tax-deductible receipts directly.
- If donors wish to receive a tax-deductible receipt, donations must be made via our partnership with the Australian Cultural Fund (ACF).
- Only gifts where no material benefit is received (e.g. not raffle tickets, auction purchases, or event entry) are eligible as tax-deductible donations.
- Tax receipts can only be issued by ACF for eligible donations made through their platform. Individual fundraisers and the Foundation cannot issue tax-deductible receipts directly at this time.

6. Insurance and Risk

- Fundraisers are responsible for all aspects of event planning, including public liability insurance, permits, and safety where required.
- The Foundation accepts no liability for your event or activity.

7. Respect and Representation

- We ask that all fundraising activities and communications reflect the values of the Foundation: inclusion, integrity, creativity, and respect.
- Activities that may be seen as offensive, harmful, discriminatory, or misaligned with the Foundation's mission will not be approved.

We're here to help! Please contact us via email at admin@katieleesfoundation.com.au before you begin your fundraiser or if you have any questions along the way.