

FUNDRAISING GUIDELINES

Thank you for your interest in supporting EDO NSW. We value enquiries from individuals, groups and organisations that wish to assist us to raise awareness of and funds for our work.

Any third party raising funds for us must comply with the relevant laws and regulations in NSW and must be authorised by EDO NSW to collect money on our behalf. Please read the below guidelines carefully before signing the reverse and submitting these with your Application to Fundraise. Once approved, we will provide you with a letter giving you the Authority to Fundraise on our behalf.

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1. Any fundraising activity undertaken by a third party to raise funds for EDO NSW will be conducted by that party and is the sole responsibility of the person named in the Authority to Fundraise letter issued by us.
 2. Any and all promotional material must clearly state that the event is hosted by a community organiser and is raising funds for EDO NSW.
 3. Any and all use of the EDO NSW logo must be approved and any printed material authorised by EDO NSW prior to printing.
 4. Any fundraising undertaken must fit within the NSW Charitable Fundraising Act guidelines which specify that expenses must not exceed 40% of funds raised. The parties or person authorised to fundraise are solely responsible for all expenses incurred as a result of the approved activity.
 5. Only EDO NSW can issue a receipt for donations. Their relevant details must be recorded on the Donation Register form provided and returned to EDO NSW. A receipt will then be issued directly to them.
 6. Please note that a tax deductible donation is defined as an amount of money given with no expectation of a benefit. Purchase of raffle tickets, event entry fees, etc are not donations and are **not** eligible for a tax deductible receipt.
 7. Funds raised must be reconciled and forwarded to EDO NSW within 7 working days of the event finish date. Funds are accepted via cheque, credit card and direct deposit.
 8. All donation cheques should be made payable to **Environmental Defenders Office Ltd** and note the name of the event. Excluding expenses, community event organisers may not take fees, commissions or salary. No bank accounts or holding accounts may be established under the EDO NSW name.
 9. The authorised fundraisers must provide EDO NSW with details of income and expenditure and copies of receipts for expenses within 7 days of the event finish date. The law requires you to keep records of income and expenditure relating to your fundraising event, original receipts, and documentation of deposits of funds to EDO NSW.



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10. EDO NSW may assist you in promoting your event where possible and appropriate.
11. EDO NSW does not provide public liability insurance for fundraising events undertaken by a third party.
12. EDO NSW accepts no responsibility for any incidents or accidents that occur during the organisation or running of the fundraising activity.
13. All monies raised for EDO NSW must be obtained through legal means.
14. It is the responsibility of the parties authorised to fundraise to gain the required licences or approvals from relevant local and state authorities to operate the activity.
15. Raffles, bingo, sweepstakes and other forms of community gaming permitted under the Lotteries and Art Unions Act 1901 (NSW) may require additional licenses or approvals. This information is available on the NSW Office of Liquor, Gaming and Racing website www.olgr.nsw.gov.au.
16. Any person undertaking a fundraising activity on behalf of a registered charity **without permission** is operating outside the law and can be prosecuted.

Information on the Charitable Fundraising Act 1991 (NSW) and the Charitable Fundraising Regulations 2008 (NSW) is available at www.legislation.nsw.gov.au.

Thank you again for your interest in supporting EDO NSW. If you have any questions about the above guidelines or your relevant responsibilities under the law, please contact our office on 02 9262 6989.

DECLARATION

I have read, understand and agree to adhere to the above guidelines whilst conducting approved fundraising activities to support EDO NSW.

Name _____

Name of event _____

Signature _____

Date _____

Please sign and return this document with the Application to Fundraise.