



Fundraising Guidelines

These guidelines have been developed to assist groups and individuals who are developing fundraising projects to benefit the International Day of People With Disabilities.

Please read these when planning and before undertaking your event.

1. These guidelines provide the basis for a fundraiser/event to be organised by the Fundraiser on behalf of IDPWD. If accepted, these terms and conditions (guidelines) will form the basis of any dealings between IDPWD and the Fundraiser in relation to the fundraiser/event.
2. Please remember that the fundraiser/event will not be a fundraising event for which IDPWD is responsible, but a fundraising event to raise funds for donation to IDPWD.
3. The activity/event shall be conducted in the Fundraiser's name and is the sole responsibility of the Fundraiser. IDPWD is not able to take a coordination role in all these activities and does not become involved in soliciting prizes, organising publicity or media, providing goods or services to assist the Fundraiser in the running of the fundraiser/event. IDPWD is available for advice and guidance, however, and if appropriate may provide a representative to speak at your event on application.
4. Any person or organisation fundraising in Australia must, by law, have an 'authority to fundraise'. When we have received a signed proposal form and approval has been given by management, IDPWD will provide either a formal sanction, a letter of acknowledgement, or a trader's agreement. The Fundraiser is not authorised to use the IDPWD as its beneficiary charity until it has received written approval.
5. The event/fundraiser must meet requirements of relevant laws and regulations of their State. Please be aware of the different State fundraising laws involving children and minors.
6. IDPWD may give you permission to use its 'Proudly Supporting' logo on promotional material, once that material has been approved (by IDPWD). The IDPWD logo is a registered Trade Mark of IDPWD. When using the 'Proudly Supporting' logo in any form, please accompany it with words to the effect that "... supports the International Day of People With Disabilities". Any printed material sent out by the Fundraiser which carries the IDPWD logo must have prior approval from the IDPWD office.



7. The financial aspects, fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Fundraiser and the Fundraiser must comply with the Charitable Fundraising Act and Regulations.
8. The basic obligations of the Charitable Fundraising Act and Regulations are to:
 - a. Provide IDPWD with a fairly accurate estimate of the income and expenses associated with your fundraiser
 - b. Keep accurate financial records
 - c. Money raised and details of your actual income and expenditure must be returned to IDPWD within 4 weeks of the fundraising activity.

9. IDPWD does not pay expenses incurred by you, but you are permitted to deduct your necessary expenses from the proceeds of your event, provided they are properly documented.

Please note, due to the financial structure of IDPWD, the charity is unable to reimburse event expenses from funds deposited via online fundraising platforms.

All expenses incurred must therefore be managed offline. (Total expenses should be less than 20% of total proceeds).

10. IDPWD does not provide any insurance cover for any Fundraiser. The fundraising event will only be authorised when confirmation of insurance cover is provided, if relevant to the event or function.
11. IDPWD can provide official receipts for approved events. Tax deductible receipts can only be issued to people donating money of \$2 or more.
12. The Foundation does not allow the following activities:
 - Engagement of external professional fundraisers.
 - Remuneration of collectors or persons engaged in fundraising.
 - Street collections or door knocks.
 - Receipt of funding from Tobacco manufacturing and related products or companies whose primary income is derived from these activities.

DEPOSITING MONEY

PLEASE DEPOSIT ALL FUNDS RAISED INTO THE FOLLOWING ACCOUNT

INTERNATIONAL DAY OF PEOPLE WITH DISABILITIES LIMITED

BSB: 064401

ACC: 10897575