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*Thank you for choosing to fundraise on behalf of the Telethon Kids Institute. It is only through the generous support of individuals and organisations in the community that the Telethon Institute can continue important research into some of the most costly and devastating childhood illnesses and diseases.*

### **Authorisation to fundraise**

Any person or organisation fundraising in the name of the Telethon Kids Institute is required to accept the Institute's guidelines and register their fundraising activity with the Communications and Development team at the Telethon Kids Institute. This will ensure that your fundraising initiative or event meets Western Australian fundraising legislation and the Telethon Institute's high level of corporate governance.

All arrangements for the fundraising initiative or event must be approved by the Telethon Institute. Hence, you need to complete the Community Fundraising Registration Form (available from our website) and return it to the Public Relations Office.

Once approved, the Institute will send you an Authorisation Letter to fundraise on our behalf. The Authorisation Letter is a means for you to verify that you are fundraising on behalf of the Telethon Institute when soliciting donations, support or gifts in kind.

### **Your role and responsibility**

- The fundraising event/activity should produce a reasonable financial return against time and expenses.
- The financial aspects of fundraising, raffles, record keeping and management of the fundraising initiative/event are your responsibility and you must comply with the Charitable Collections Act 1946. Please keep in close contact with the Development Officer at the Telethon Institute about any of the fundraising arrangements and feel free to contact us should you have any queries.
- To comply with government regulations, **within 14 days of the conclusion of your event or fundraising initiative, all proceeds as well as the official letter of authorisation, must be returned to the Telethon Institute.** Proceeds from the event can be accepted by cheque, credit card, money order or by EFT transfer directly to the Telethon Institute.
- If a supporter makes a donation of \$2.00 or more, the Telethon Institute can issue individual receipts for tax deductions. If supporters would like receipts, please give us a full list that includes the date, name, full address, phone number, donation amount and method of payment.
- A tax deductible receipt cannot be issued when the supporter has received goods or services in return for their donation. For example, the purchase of raffle tickets, merchandise or auction items.  
This also extends to any 'sponsorship agreements' for the event, i.e. if a supporter receives advertising

such as displaying a banner or placing their logo on printed materials in exchange for a cash amount, they cannot receive a tax deductible receipt as this is classed as a sponsorship, not a donation.

However, you can acknowledge a donors support by placing their logo on printed materials, but only after they have made a donation.

- If you are hosting a raffle you must obtain a permit from the Office of Racing, Gaming and Liquor. Download a 'Standard Lottery' form from [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) and submit this to the Department of Racing, Gaming & Liquor together with your Authority to Fundraise letter.
- If alcohol is to be sold at the event you must obtain a permit from the Office of Racing, Gaming and Liquor ([www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)).
- As you fundraise on our behalf, you must clearly explain that funds are being raised for the Telethon Kids Institute.
- An event cannot be named, "The Telethon Kids Institute Golf Day". We suggest that you could use the lines, "Proudly supporting the Telethon Kids Institute" or "All profits raised will go towards the Telethon Kids Institute" in your printed materials or website.
- If you are fundraising on behalf of the Telethon Institute and using the Telethon Institute's name, all donations must go to the Institute. You cannot decide to give profits or part-profits to another charity if you have advertised the event/fundraiser in the Institute's name. You can choose to support multiple charities from the start and state this explicitly in your literature. You should contact the other charities as they too will have fundraising guidelines.

### How the Institute can assist

- We can meet with you to discuss your plans and share ideas about what has worked before.
- We can provide high quality logos and photos for any printed materials used to promote your fundraiser event but we must approve any materials that include the Telethon Institute's name and logo before they are circulated.
- We can provide you with showbags containing information about the Telethon Institute or printed materials such as newsletters, promotional balloons and money collection tins.
- We can arrange tours of the Institute for you and your supporters.
- One of our researchers or Communications and Development staff may be available to attend your event and accept a cheque, say a few words of thanks and/or talk about their area of research.

*Thank you for taking the time to read  
the Guidelines - please contact us - we  
look forward to supporting you to make  
a difference to the health and wellbeing  
of our children*

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