

Vision Australia and Seeing Eye Dogs Fundraising Guidelines.

Thank you for fundraising for Vision Australia and Seeing Eye Dogs. We're sure you'll enjoy your fundraising experience, these guidelines are designed to help you turn your fundraising vision into reality.

Before you start fundraising

Before you start fundraising you must register your activity or event with us, and read and agree to these Fundraising Guidelines. Once registered you will receive an Authority to Fundraise letter, required by law for anyone wishing to raise money for a charitable organisation. Your Authority to Fundraise letter will authorise you to raise money for a defined period of time for Vision Australia (VA) or Seeing Eye Dogs (SED).

Planning your event or activity

You must plan your event or activity with the approval of VA/SED and VA/SED expects a reasonable level of liaison and information about the event or activity. Any changes made from the original details provided must be reported and may result in a new Authority being issued or withdrawal of the Authority.

You must comply with all applicable Fundraising Acts, other laws, regulations and by-laws. In conducting your event or activity you agree to refrain from doing anything which may reasonably be expected to damage the goodwill, reputation or integrity of VA/SED.

The event, including all financial aspects, fundraising, raffles, record keeping and management, will be conducted in your name and is your sole responsibility.

Parental consent

Any person under the age of 18 must be appropriately supervised by an adult.

VA/SED needs to receive permission from a parent or guardian before any child under the age of 18 begins their fundraising activity.

Expenses and record-keeping

You must retain accurate, true and appropriate records in relation to particulars of all items of gross profit received, particulars of all expenditure incurred and all transactions in relation to your event.

VA/SED cannot pay your expenses, but you can deduct your necessary expenses from the proceeds of your event or activity, provided they are properly documented. You are required to keep expenses to no more than 40% of funds raised.

The proceeds of your event or activity, and a statement of income and expenditure are to be sent to VA/SED within 14 days of the conclusion of your event or activity.

Issuing receipts

Tax deductible receipts can be issued for all donations of \$2.00 or more received from an individual or organisation.

Tax deductible receipts cannot be issued when the supporter has received goods or services in return for money given (eg raffle tickets, auction prizes, event tickets, a lump sum in a cash collection box, or purchase of fundraising items such as chocolate or bake sale items).

Permits

Some activities require permits eg raffles where the total prize pool is over a certain amount. Permits are also required by councils and shopping centres for

outdoor events. You are responsible for obtaining any permits required. You can visit www.australia.gov.au and search under 'Gaming and Racing' for a full list of local gaming authorities in your state.

Event promotion

Tools to promote your event or activity are available to download from the website. If you are producing your own materials, these must be submitted to VA/SED for approval.

Your promotion of your event or activity must clearly disclose that the event is being conducted in support of VA/SED. Recommended wording would be 'this event proudly supports Vision Australia / Seeing Eye Dogs' or 'funds raised will support Vision Australia / Seeing Eye Dogs'.

If you would like to use the 'Proudly Supporting VA/SED' logo, call our fundraising team on 1300 847466 or reach out via fundraising.events@visionaustralia.org

Your materials, photography or video

By uploading any materials, photos or videos to My Vision for Vision you are granting VA/SED approval to use these materials to promote VA/SED or future fundraising activities.

Insurance

All aspects of financial and public liability and public safety are the responsibility of the event organiser. As VA/SED is not the event organiser we are unable to cover any liability on your behalf. Therefore, please ensure that any space or venue used for your fundraising activity or event has the required public liability insurance.

Limitation of liability

To the maximum extent permitted by law:

- All conditions, warranties, guarantees, rights, remedies, liabilities or other terms implied or conferred by statute, custom, or the general law that impose any liability or obligation on Vision Australia are excluded (including consumer guarantees to the extent such exclusions are permitted under law)
- Vision Australia will not be liable to you or to any other person in contract, tort (including negligence) or otherwise for any loss, damages, costs and expenses) suffered or incurred by you or any other person in connection with your fundraising event or activity.

Read our Privacy Policy

Your personal information will be collected and used in accordance with our Donor Privacy Policy. Our Donor Privacy Policy also covers how to access, update and collect your personal information and what to do if you have questions or complaints. Vision Australia is committed to using donor information responsibly and is bound by the Privacy Act 1988 (Privacy Act) and the Australian Privacy Principles (APP's).

If you have any queries, we're here to help. Call our fundraising team on 1300 84 74 66 or reach out via fundraising.events@visionaustralia.org

Thank you for your support. The funds you raise will go towards helping Australians who are blind or have low vision to live the lives they choose.

Signature

Name

Date