



Fundraising Guidelines & Application

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epilepsy
tasmania
TASMANIA'S VOICE FOR EPILEPSY

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A Snapshot of epilepsy in Tasmania

20,000 Tasmanians develop epilepsy during their lifetime



55%

are on low incomes - half below the poverty line

80,000

family members, carers and friends are also affected



Only one third of Tasmanians with epilepsy drive their own car



An increasing number of older people are being diagnosed with epilepsy

53% of Tasmanians living with epilepsy experience discrimination at some point in their life, and 51% of those within the last 12 months.



Epilepsy is up to **8 times more common** in people with other health conditions such as depression, dementia, heart disease and arthritis, which further affects seizure outcome and quality of life.

Thank you for your interest in fundraising for Epilepsy Tasmania.

Around 100,000 Tasmanians are affected by epilepsy and your fundraising efforts will help provide them with the services and support they need, including:

- **Epilepsy Friendly Workplace** training.
- **Epilepsy Connect** telephone-based peer support service.
- **Epilepsy Smart Schools** resources and training.
- **Open Gardens for Epilepsy** events.
- **Personalised Support** for individuals and families.
- **Disability** resources and training.
- **Older Tasmanians** resources and training.

Fundraising for Epilepsy Tasmania is an easy 3-step process that you can start right now:

Step 1

Read the information in this fundraising document.

Step 2

Complete the **Fundraising Application** and **Fundraising Agreement** forms at the end of this document.

Step 3

Mail your completed forms to PO Box 1834, Launceston, TAS 7250

Or email to admin@epilepsytasmania.org.au

Epilepsy Tasmania is excited to have you aboard as a valued fundraiser and will support you all the way.

If you have any queries, please **telephone Epilepsy Tasmania** on **1300 852 853**.

ABN 18 186 427 891

Common Questions

What Type of Fundraising Can I Do?

There are many ways you can raise funds for Epilepsy Tasmania. You are limited only by your imagination - and a few rules!

It is your responsibility to organise everything required to manage your fundraising and ensure it complies with the Collections for Charities Act 2001 and any other laws and regulations that are applicable. We can advise you on this.

The financial management, fundraising, record keeping, human resources and sponsorship procurement of your fundraiser is entirely your responsibility.

All expenses associated with conducting a fundraising event are the responsibility of the person/s approved by Epilepsy Tasmania to conduct that event. External fundraising activities must be self reliant.

If there is a child participating in the organisation or running of your event, you must obtain written permission from the person responsible for them. This permission should be kept with your records.

What Type of Fundraising Can I NOT Do?

Collecting donations at traffic lights or on streets

Please do not collect donations at traffic lights or on streets. It is illegal to collect donations on public roads, including from motorists waiting at traffic lights.

Collecting donations in public areas

Please do not collect donations in public areas as this type of collecting is heavily regulated and requires permits.

Door knocking

Epilepsy Tasmania does not allow direct solicitation through door knocking.

How To Collect Financial Donations

The law prohibits the use of an open bucket to collect money.

The collection device you use must be securely constructed, properly sealed, numbered consecutively and clearly labelled with Epilepsy Tasmania branding.

Donations placed into a collection device are not receipted.

If a donor wants a receipt, their donation must be separately accounted for in your records and not placed in the collection device.

Responsibilities Of An Epilepsy Tasmania Fundraiser

Your fundraising event should be conducted in your name; this means you must not represent yourself as being Epilepsy Tasmania but rather that Epilepsy Tasmania is the beneficiary of your fundraising.

You must take full responsibility for managing your fundraising event; Epilepsy Tasmania cannot take a coordination role.

You must comply with fundraising legislation and regulations and secure any necessary permits for your fundraising activity. Epilepsy Tasmania can provide further information about this based on your activity.

You must make it clear that all of the money raised will be donated to Epilepsy Tasmania. You will be able to display our **Donate to the Lavender** logo to assure visitors that their donation will stay in Tasmania and go to Epilepsy Tasmania.

The event cannot be used for the financial gain or profit of the event organiser.

The event must have the potential for financial success, so neither the organiser nor Epilepsy Tasmania is liable for unpaid expenses. Simple accounts must be kept to account for funds received and expenses. The Tasmanian Liquor and Gaming Branch, representing the Tasmanian Gaming Commission may ask to see these accounts.

The Collections for Charities Act 2001 requires that if you state the event is in support of a particular charity, all funds raised (less reasonable expenses) must be donated to that charity.

Epilepsy Tasmania will assess each application to fundraise on its behalf, and at times, may decline an application. It also reserves the right to withdraw its approval of a fundraising activity at any time if it believes the organisers are not to adhering to the terms and conditions outlined in this document.

Sponsorship

Approaching a business for sponsorship can be a great way to help your fundraising efforts. However, it is vital you ask Epilepsy Tasmania before approaching any business.

If you are unsure about this, please contact us on 1300 852 853.

Do I Need Insurance?

Perhaps.

If you are running a fundraising event it is advisable to have public liability insurance. If you are opening under the authority of a club or organisation, they may be able to provide insurance coverage for you.

If your event will be at your home, coverage usually is part of your general household insurance policy and may cover you for one-time events where the net proceeds from your ticket sales are for charitable purposes. However, you must make enquiries on this matter yourself as Epilepsy Tasmania cannot provide formal advice to you and cannot provide any insurance coverage on your behalf.

Volunteer fundraisers are not employees or agents of Epilepsy Tasmania and must undertake fundraising activities on their own behalf and at their own risk.

The insurance of Epilepsy Tasmania does not cover third party fundraising activities and it will not be liable for any injury, damage or loss sustained as a result of a fundraising activity.

Epilepsy Tasmania will not be liable for negligence for any act or omission on the part of event organisers. The event organisers should make participants aware of any potential risk involved with their event, perhaps through signs at the event, or a notice in the event program similar to:

"Epilepsy Tasmania and (the organisers of the event) do not accept liability for any injury, loss or damage suffered as a result of this event. On behalf of Epilepsy Tasmania and the people it assists, thank you for your support."

Promotion and Branding

Epilepsy Tasmania may be able to promote your fundraiser on its website, on its social media platforms and in your local newspaper. If you have other suggestions, it will be pleased to help you with them.

All printed and electronic material about your fundraising must be approved by Epilepsy Tasmania prior to being printed or circulated.

Epilepsy Tasmania logos may be used in your fundraising communications or marketing under strict guidelines and only with permission. These logos must only be used in the format they are provided and may not be altered in any way.

If you wish to describe Epilepsy Tasmania for your event, the following statement should be used:

"Epilepsy Tasmania is a not-for-profit community organisation improving the quality of life of Tasmanians with epilepsy, and those around them, through education, coordination and support."

Why Do I Need Your Approval to Fundraise?

Epilepsy Tasmania has been granted authority to fundraise for charitable purposes in Tasmania. This authority is essential for the work it undertakes and is a legal requirement under the Collections for Charities Act 2001.

Third parties are therefore unable to hold fundraising events, including Open Gardens for Epilepsy, on behalf of Epilepsy Tasmania without its approval.

As one of Tasmania's most respected charities, Epilepsy Tasmania will not authorise events that do not align with its values or include:

- ▶ Inappropriate entertainment
- ▶ Events relating to tobacco
- ▶ Excessive consumption of alcohol or food
- ▶ Illegal or excessively dangerous activities

It is essential that Epilepsy Tasmania is aware of your event to answer enquiries that may come from the public or media. If you would like to find out whether your event is appropriate, please contact Epilepsy Tasmania on 1300 852 853.

What Happens After I Register to Fundraise?

Our approval process generally takes up to 10 working days. Once your registration is approved, you will receive a letter of permission to fundraise for Epilepsy Tasmania.

We will then find out what support materials you need. For instance, signage, donation tins and information brochures about Epilepsy Tasmania and the services it provides for people who want to know more about your fundraising efforts.

Fundraising Code of Conduct

Epilepsy Tasmania adheres to the following Fundraising Code of Conduct:

1. Donors have the right to be informed openly and honestly about the objectives of Epilepsy Tasmania.
2. Donors have the right to be assured their donations will be used for the purposes for which they were solicited and in accordance with the objectives of Epilepsy Tasmania.
3. Donors have the right to be assured that information about their donations are handled with respect and if asked, confidentiality.
4. Donors are free to ask questions and should be given truthful answers.
5. Donors have the right to ask for and receive receipts for donations over \$2.00.
6. Donors have the right to receive appropriate acknowledgment and recognition for their support.
7. Donors have the right to ask for the audited financial statements of Epilepsy Tasmania for the previous three financial years. This information should be supplied within 30 days of request.

Form 1. Fundraising Application

Name of Fundraiser: _____

School, Organisation or Group you represent: _____

Fundraiser's Home Address: _____

Phone: _____ Email: _____

Address where fundraising will take place: _____

Proposed date and time of fundraising: _____

Brief description of the fundraising you want to do:

Do you intend to have entertainment? Yes ☐ No ☐

If yes, provide details: _____

Nominate a personal referee to vouch for you (not a household/family member):

Name: _____

Address: _____

Phone number: _____

How much money do you hope to raise for Epilepsy Tasmania: \$ _____

What percentage of profits will you donate to Epilepsy Tasmania? _____ %

Please state if there are any other beneficiaries of this event: _____

What date will you be able to donate this to Epilepsy Tasmania? _____

What resources, if any, do you require from Epilepsy Tasmania:

Have you raised funds for Epilepsy Tasmania before: Yes ☐ No ☐

If yes, please provide details: _____

Form 2. Fundraising Agreement

My name is _____, and on behalf of the
organiser(s) of the fundraising event known as _____
_____ to be held on the date of _____ acknowledge that
I have read and fully understand the guidelines to be adhered to for this event.

I also acknowledge that:

1. I must comply with all obligations imposed by the Collections for Charities Act 2001 and/or regulations in relevant states/territories.
2. Epilepsy Tasmania has the right to decline my application to raise funds on its behalf.
3. Written approval is needed to use any printed or electronic materials containing the Epilepsy Tasmania and Open Gardens for Epilepsy logos when promoting my fundraising event.
4. I will comply with the Tasmanian Liquor Licensing Act 1990, and will enforce responsible consumption of any alcohol during the event.
5. My fundraising will not be covered by the public liability insurance of Epilepsy Tasmania.
6. My fundraising will uphold the good name and reputation of Epilepsy Tasmania in the community.
7. I need to communicate the fact that Epilepsy Tasmania is the beneficiary of my fundraising efforts.
8. Epilepsy Tasmania is not responsible for my fundraising efforts and will not be liable for any costs or claims related to them.
9. Epilepsy Tasmania will investigate any person who is alleged to be using its name to deceive the public to make personal profit or is using its name in an unauthorised manner.
10. It is my responsibility to ensure all donations are direct deposited into the Epilepsy Tasmania bank account, (BSB: 037608, Account: 537040) or delivered in person to its Hobart or Launceston office.

Signature of Fundraiser: _____ Date: _____

Signature of Epilepsy Tasmania: _____ Date: _____

Return this completed application:

by email to: admin@epilepsytasmania.org.au

by post to: PO Box 1834, Launceston, TAS 7250