



FUNDRAISING GUIDELINES

We are pleased that you are considering fundraising to support the Institute for Respiratory Health. These guidelines help to ensure that your Fundraising experience is safe and legal. It outlines your obligations as a Fundraiser. Please ensure that you have read the requirements before you complete your Fundraising proposal.

Your responsibilities as an Authorised Fundraiser

As an Authorised Fundraiser, you are solely responsible for managing your fundraising activity in an appropriate and responsible way.

1. Application to Fundraise

You will need our approval before you begin any fundraising activities. Contact us on dorothy.koh@resphealth.org.au to let us know what you would like to do. Once your fundraising activity is approved we will send you the Authority to Fundraise letter which authorise you to undertake the fundraising activity on behalf of the Institute for Respiratory Health.

2. Fundraising Guidelines

Read the Fundraising Guidelines and see if you are comfortable with the requirements.

3. Legislations covering fundraising activities in Australia

You must comply with the obligations imposed by fundraising legislation or regulations and secure any necessary permits for your fundraising activity, e.g. raffle permits and/or liquor licences.

You are responsible for ensuring the safety of your event, including organising public liability insurance and first aid if required. Food hygiene laws will apply if you intend to sell food in a public place. Contact your local council for further information.

As an Authorised Fundraiser, you are liable for any costs that may arise due to damage, loss or injury caused by a breach of your responsibilities or your negligence.

Children under 16 years of age must be accompanied by an adult when collecting money or donations.



Liquor Licensing

If you intend to sell alcohol at your event and the premises does not already have a licence, a Temporary Limited Licence may be required. Please contact the Department of Racing, Gaming and Liquor WA to apply for a permit.

4. Using the Institute for Respiratory Health name

The organisation must be referred to as "Institute for Respiratory Health ". Approved wordings that you may use in your fundraising materials would be:

"Proudly supporting the Institute for Respiratory Health"

or

"Funds raised are used to support the Institute for Respiratory Health's Research and Clinical Trials" activities.

5. Using the Institute for Respiratory Health Logo

The name and logos of the Institute for Respiratory Health are protected and can only be used by permission. All artwork with reference to our name and logo must meet the Institute for Respiratory Health's current branding guidelines and be submitted for our approval before they are printed and distributed, inclusive of any such mention via electronic media and social platforms.

We can issue you with a copy of the logo, images or templates upon request. Please email publicrelations@resphealth.org.au or call +61 8 6151 0850.

The logos and images are only to be used in the format provided to you and may not be altered in any way.

The use of the Institute for Respiratory Health brand elements is limited only to communications and materials specifically relating to your approved fundraising activity and for an agreed period of time only.

6. Press Releases and Public Relations

We will assist in supporting you in your efforts to generate any press publicity however prior clearance must be obtained from the Institute for Respiratory Health before contacting any media in relation to the Institute for Respiratory Health. Email publicrelations@resphealth.org.au if you have any questions.



7. Money Matters

The Charitable Fundraising Act 1991 requires that the Fundraiser maintains accurate records of income any expenses incurred in the process of the fundraising event.

The expenses that you incur in the process of organising the event cannot exceed 40% of the total amount raised. Cheques or money / postal orders should be made payable to the Institute for Respiratory Research. You will need to keep a record of the expenses incurred as well as the receipts. You can then deduct the expenses incurred from the total proceeds before you submit the net amount of donations to us.

The financial aspects, fundraising, raffles, record keeping and management of the fundraising activity/event are entirely the responsibility of the Fundraiser.

8. How you can forward the money collected

When the event is over, please complete the Event Completion Form and submit it along with the net proceeds. Do not send cash in the mail. All cash must be handed in personally at our office. The money collected has to be submitted to the Institute for Respiratory Health within 14 days of the close of the event.

You can remit funds by cheque, direct payment to our bank account, credit card by phone or visit our office at the Harry Perkins Institute. We will then send you an acknowledgement letter.

Disclaimer

The Institute for Respiratory Health reserves the right to withdraw the approval at any time if there is a likelihood of the Fundraiser not meeting the terms and conditions that is set up in the guide.

For further information on Fundraising Guidelines, please email Dorothy Koh, Philanthropy Coordinator, dorothy.koh@resphealth.uwa.edu.au or telephone +61 8 6151 0849.