

Guide Dogs.

Community Fundraising
Guidelines



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You're about to make a PAWsitive difference for Guide Dogs NSW/ACT

Thank you for your interest in fundraising on behalf of Guide Dogs NSW/ACT. As a charity that relies on the community for the majority of its funding, you will be playing a vital role in transforming the lives of people with low vision or blindness.

Helping Guide Dogs NSW/ACT through your fundraising initiative is one of the most rewarding things you can do, so we've made it as simple as possible to do just that. Simply choose a fundraising idea and register your event with us, and we'll support you every step of the way.

Our work extends far beyond our beautiful dogs, so we can help you make the most of your fundraising activities, while you support the services you care about the most.



Guide Dogs Client Abigail outside being lifted up by her mum.

About Guide Dogs NSW/ACT

Guide Dogs NSW/ACT offers a range of life-changing and personalised support to help people with low vision or blindness to achieve their goals.

With minimal Government funding, we rely on the generosity of individuals, puppy sponsors, corporate supporters and people who leave a gift in their Will to fund our vital work.

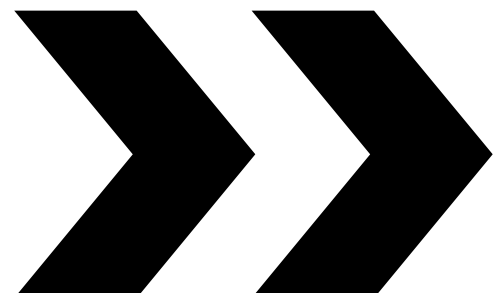


Guide Dogs Client Ingrid sitting on the grass in an outdoor setting with yellow Guide Dog on harness sitting next to her.

Our services include:

- Orientation and Mobility Training.
- Guide Dog Mobility Training.
- Occupational Therapy.
- Counselling.
- Low Vision Orthoptics.
- Programs for children and young people.
- Assistive Technology including training in the latest technological innovations, such as electronic travel aids.

None of this would be possible without supporters just like you. Thank you for helping us make a real difference to people with low vision or blindness across NSW and the ACT.



Black Therapy dog Ranji laying
in grass looking to camera.



We're here to help!

Planning your fundraising event should be enjoyable. Whether it's fundraising for your school, a local club or sporting event, we want to work with you to help you reach your goal!

We can provide:

- this guide with great tips and information;
- resources and materials, such as posters and photos for you to use at your event;
- use of our community logo on authorised promotional material;
- a letter of Authority to Fundraise to show that your event has our approval and is genuine – this can assist with the collection of donated items from the community; and
- a certificate of appreciation once your fundraiser has finished.

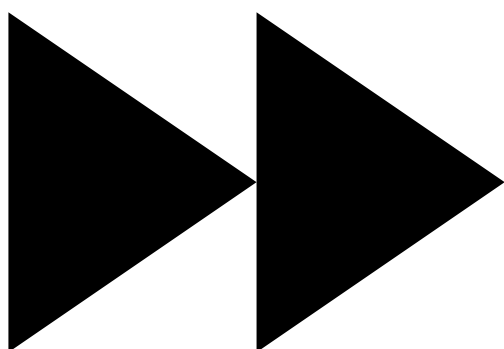
Please note that resources and support will vary depending on the size and location of your event.

Unfortunately, we cannot provide:

- guaranteed marketing of your event through our social media channels;
- staff to run the event or activity;
- contact lists for you to use in promoting your event (due to privacy legislation);
- applications for permits, licenses, or insurances – these are the responsibility of the organiser; or
- prizes, auctions or raffle items.

Quick fundraising tip #1

Make your event personal. We believe everyone has a story – let your supporters know what this event means to you so they are even more inspired to help! Let them know where their donations will go and the impact they will have by supporting Guide Dogs NSW/ACT.



Registration

The first step to fundraising for Guide Dogs NSW/ACT is to register as a fundraiser at fundraising@guidedogs.com.au or visit fundraising.nsw.guidedogs.com.au to create your own fundraising page. Once you are registered, you will be provided with an "Authority to Fundraise" letter, which is required by law for any person wanting to conduct a fundraising event in NSW and the ACT. We may withdraw this authorisation at any time if the activity or event does not comply with relevant fundraising legislation or if it conflicts with our mission and our values.

A great way to take your fundraising event to the next level is through online fundraising. Building your own

personal fundraising page gives you an interactive destination to share your event with the community, upload photos, write posts and keep track of your donation total.

Setting up an online fundraising page also means that donations are collected online, meaning all proceeds will come directly to Guide Dogs NSW/ACT and you don't have to worry about handling money and issuing receipts!

For more information please visit fundraising.nsw.guidedogs.com.au or for assistance setting up an online page, or to get in touch with the team, email fundraising@guidedogs.com.au.

Guide Dogs staff member sitting on the grass offering a Guide Dog in training a KONG toy.



Promotion

If you want your event to reach a wider audience, there are various platforms and formats you can use to promote your event. Some of these include posters, flyers, email, websites, blogs, social media, and word of mouth.

All events must be conducted in the organiser's name and you must clearly state that the event is in support of Guide Dogs NSW/ACT – not a joint venture or hosted by us. Suggested phrases include: “This event proudly supports Guide Dogs NSW/ACT” or “Funds raised will go towards training Guide Dogs in NSW and the ACT”.

When promoting your event, it is vital that you clearly state the amount or percentage of funds raised that will be donated to Guide Dogs NSW/ACT. Please also note that organisers are not permitted to manufacture, sell or licence any goods bearing the name or logo of Guide Dogs NSW/ACT.

Please refer to the organisation as Guide Dogs NSW/ACT and not any variation of this.

Using our name and logo

We may provide you with an official supporter logo upon request.

However, if you choose to use this logo on any promotional material, you will need to adhere to our usage guidelines and obtain our approval prior to uploading or printing it.

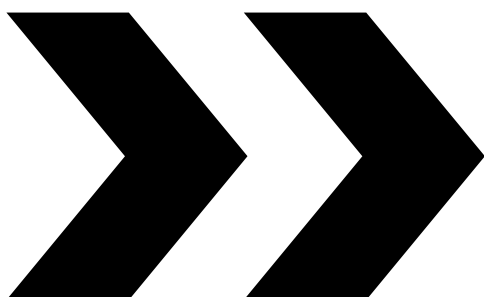
Logo usage guidelines:

- Only a registered fundraiser can use our official supporter logo; please don't share it with others.
- The fundraising event or activity must be family-friendly and in line with our organisational values, which can be viewed at nsw.guidedogs.com.au/about-us/purpose-and-values.
- Don't make changes or alterations to the logo, its colour, proportions, clear space or design.
- The logo must not be animated or otherwise altered in perspective and appearance.
- Only use the logo supplied to you, don't copy a version from another source.

Quick fundraising tip #2

Don't be afraid to send friendly reminders.

Everyone has a packed schedule these days and it can be easy to forget to donate or mark an event in your calendar. Don't hesitate to keep people up to date on how the fundraiser is going and how they can help.





Close up of a yellow Guide Dog in harness next to a Handler.

The A to Z of fundraising tips

Ask: If you want to raise money, you need to ask! Don't be shy, reach out to your networks – you might just be surprised by people's generosity!

Begin: Just start! The earlier you get started the more likely you are to reach your fundraising target.

Communicate: Keep your supporters up to date and let them know how their donations will help.

Donate: Give a donation to your own fundraiser to show your commitment to the cause.

Explain: Why are you raising money for Guide Dogs NSW/ACT? What will someone's donations help to achieve?

Friends and family: Ask your friends and family to contribute first – they are likely to give generously, and others tend to match the first donations!

Goal: Set an ambitious (but achievable) fundraising goal and explain what this will do for people with low vision or blindness in NSW and the ACT.

Host: To raise some extra money while also having fun, host a movie night, morning tea or raffle. Keep reading for more ideas just like these!

Inspire: Inspire others by sharing your story and allowing them to come on the journey with you.

Jazz up: Personalise your fundraising page with photos, videos and personal messages.

Kick-off: Launch your fundraising with a catchy email to your whole contact list.

Link: Put the link to your fundraising page on your email signature to remind people and to provide a quick and easy way to donate.

Money matters: You are required to keep records of your income and expenditure relating to your fundraising event.

Nothing's too small: Every little bit counts so think of creative ways to collect money.

Online: To make it easier for people to donate, create your own fundraising page for Guide Dogs NSW/ACT at fundraising.nsw.guidedogs.com.au or through a third-party platform.



People gathering around Guide Dogs Fundraising tents.

Plan: Plan for your fundraising event including donation milestones, and review your progress against these plans each week.

Questions: If you need more advice, have questions about fundraising or about Guide Dogs NSW/ACT, please do not hesitate to get in touch with our fundraising team on (02) 9412 9300 or fundraising@guidedogs.com.au

Remind: Send a follow-up email to remind people that they still have time to donate!

Social media: Share your fundraising page and ask for donations through Facebook, Twitter, LinkedIn or Instagram.

Thank: Come up with creative ways to say thank you and remember to thank everyone who supports you!

Update: Keep updating your online fundraising page with progress reports.

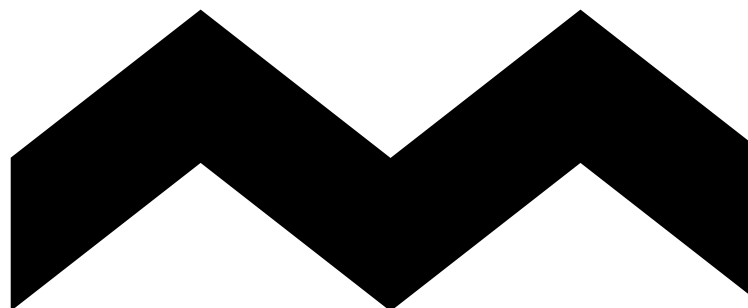
Vision: Keep what you are trying to achieve through your fundraising at the front of your mind – this vision will help you stay enthusiastic even when things don't go to plan.

Work: Find out whether your employer could 'dollar match' what you raise, and put an ad up on your work intranet about your fundraising.

Xerox: Give your photocopier a workout by creating posters about your fundraiser to put up at work, in the library and on local noticeboards.

Your brand: Build a 'brand' for your fundraiser by coming up with a catchy title or logo that helps spread your message.

Zest: Enthusiasm is contagious, so familiarise yourself with our work, our pups and our Clients, and get truly excited and passionate about why you are fundraising for Guide Dogs NSW/ACT.



The A to Z of fundraising ideas

There are so many ways that you can raise funds in your community to help make a difference in the lives of people living with low vision or blindness. Here are some ideas to lead you in the right direction:

- A**
 - Auction
 - Art exhibition
 - Afternoon tea
 - Arm wrestling
 - Aerobics marathon
- B**
 - BBQ
 - Bake-off
 - Bingo
 - Bike ride
 - Bad tie / shirt day
 - Book fair
- C**
 - Cook something and share
 - Craft activity
 - Cookbook
 - Concert
 - Clothes swap
 - Car wash
 - Circus day
 - Comedy night
- D**
 - Dog wash
 - Dining in the dark
 - Dress-up day
 - Dance / disco
 - Dinner party
- E**
 - Exercise challenge
 - Eighties night
 - Easter egg hunt
 - Equipment hire
 - Environmental fundraiser
- F**
 - Fun run
 - Fete
 - Fashion show
 - Food festival
 - Five cent collections
 - Father's Day stall
 - Face painting
- G**
 - Gala party
 - Games night
 - Garden party
 - Great race
 - Golf or putt putt (mini golf)
 - Gift wrapping
- H**
 - Halloween party
 - Hair day - crazy, coloured, bad, themed
 - How many in the jar?
 - Hero day
 - Haunted house
 - Hula hoop competition
- I**
 - International Guide Dog Day and / or International White Cane Day event
 - International art, food and culture evening
 - 'It's a knock-out' event
 - Indoor games night
 - Inflatable fun day
 - Inter-department, school or class challenge

J

- Jumble sale
- Jazz event

K

- Karaoke night
- Keep fit-a-thon
- Kite flying

L

- LEGO® night
- Lucky dips
- Lunchtime movie screening
- Limbo competition
- Line-dancing
- Luncheon

M

- Movie night
- Matched giving
- Music event
- Marathon
- Masked singer
- Masquerade party
- Mufti day
- Magic show
- Mother's Day stall
- Murder mystery night

N

- Nineties night
- Novelty races
- New Years Eve party

O

- Outdoor movie screening
- Olympics challenge
- Obstacle course
- Odd jobs

P

- Picnic
- Pyjamas day
- Plant sale
- Pancake breakfast
- Photo day competition (Pets, babies)

Q

- Quiz night
- Quit it for Guide Dogs NSW/ACT
- Quick questions round
- Queen and King day

R

- Raffle
- Race day
- Recycle books and toys

S

- Sausage sizzle
- Sports day
- Sixties night
- Seventies night
- Sponsored silence
- Swim competition
- Spelling bee
- Silly sock day
- Salsa dancing evening
- Swear jar

T

- Trivia night
- Treasure hunt
- Themed party
- Talent show
- Tug-of-war
- Teach a trick

U

- Under the stars movie or picnic
- Uniform day
- Up-cycling sale

V

- Video game tournament
- Variety show
- Vintage day
- Valentine's Day event

W

- Walkathon
- 'Who's who' photo challenge
- Wine tasting
- Window cleaning

X

- Xbox tournament
- Xmas stall
- Xmas craft

Y

- Yoga
- Yo-yo competition

Z

- Zumba dance challenge
- Zero tolerance
- Zoo animal quiz
- Zombie party

Raffles

You don't need a permit to hold a raffle in NSW if the prize is worth less than \$30,000, however, permits are required in ACT regardless of the prize value.

Prizes

You will need to source a prize for your raffle. There are certain restrictions on what can be included as a raffle prize:

- Tobacco products, weapons and cosmetic surgery are prohibited.
- Holidays: spending money must be less than 20 percent of the total prize value.
- Alcohol: tickets must not be sold to people under the age of 18 and there are restrictions on volume and alcohol content (20 litres must not exceed 20 percent alcohol content and a five-litre limit applies for alcohol content greater than 20 percent).

There is no minimum prize value for raffles, however, the total prize value of the raffle cannot exceed \$30,000.

Raffles with a prize pool in excess of \$30,000 are called 'art unions' in NSW and require a special permit.

Further, a raffle with a total prize draw worth more than \$10,000 requires the approval of Guide Dogs NSW/ACT.

Raffle ticket books

Each raffle ticket has two sections – the stub, and the purchaser's portion. Both the stub and the purchaser's portion must contain a serial number.

If the total prize value exceeds \$10,000, there are additional

requirements regarding the information that must be included on a raffle ticket.

Stub (stays in the book) must include:	Purchaser's portion must include:
<ul style="list-style-type: none">• serial number; and• purchaser's name and contact details.	<ul style="list-style-type: none">• serial number;• ticket price; and• name of the benefiting not-for-profit (Guide Dogs NSW/ACT)

You must make the following information available to purchasers:

- Details of the prizes and their recommended retail value.
- The place, time and date of the draw.
- How the prize winners will be notified.
- How the results of the draw will be publicised.
- Name of the benefiting organisation (Guide Dogs NSW/ACT).

There should be space to write these details at the front of the raffle ticket book.

Selling raffle tickets

If you plan to sell raffle tickets on or near a public street, you will first need permission from the local council of that street. If you plan to sell raffle tickets in a shopping mall, centre management may require you to have public liability insurance.

Raffle draw

You must ensure that each ticket has a random and equal chance of being drawn in order to comply with raffle laws in the relevant jurisdiction. For example, a system of drawing names out of a barrel.

If there is more than one prize, the first ticket drawn wins the major prize and so on.

Announcing winners

You are obliged to notify the winners within two (2) days of the draw.

If your raffle will have a total prize value over \$10,000, you are also required to publish the results of the raffle in a newspaper within seven (7) days of the draw.

After the raffle

If you are unable to contact a prize winner, you must keep their prize for three (3) months. You can then apply for permission from NSW Fair Trading to sell it and send the proceeds to Guide Dogs NSW/ACT.

Record-keeping

The law requires you to keep certain records of your raffle. What you need to record depends on the total prize value of your raffle.

For **all** raffles, you must keep the following records for at least three (3) months after the date of the raffle draw:

- Total amount of money received from the sale of tickets.
- Total value of the prizes.
- Ticket-butts or stubs.
- Draw documents and corresponding computer-generated documents.

For raffles with a total prize value over \$10,000, you must also keep the following records for at least three (3) years after the date of the draw:

- Serial numbers of the raffle tickets issued to you for your raffle.
- Number of raffle tickets sold or distributed for sale (including serial numbers).
- Name of each person or organisation to which raffle tickets have been distributed for sale (including number of tickets distributed and their serial numbers).
- Name and contact details of each person who bought raffle tickets.
- Name and contact details of each prize winner (including details of their prize).
- The number of unsold raffle tickets and their serial numbers.

Guide Dogs NSW/ACT may request records relating to your raffle at any time to meet Guide Dogs NSW/ACT or NSW Fair Trading audit requirements.



If you have any queries about your fundraising event, please contact our Community Fundraising Team via phone on (02) 9412 9300 or email fundraising@guidedogs.com.au.

Money matters

You are required to keep records of your income and expenditure relating to your fundraising event.

You are entitled to deduct necessary expenses from the proceeds of your event, provided they are properly documented. It is essential that you take all reasonable steps to ensure that your expenses do not exceed a fair and reasonable proportion of the money obtained from the event. Expenses should not exceed 50 percent of the expected profit.

Please send the proceeds of the event to us within seven (7) days of the conclusion of the event. You can also bank proceeds from your fundraising event at any Westpac branch. Please include your supporter reference number on your deposit slip when you bank money for Guide Dogs NSW/ACT. It is recommended that you bank money as soon as possible after you raise it.

Please use these account details:

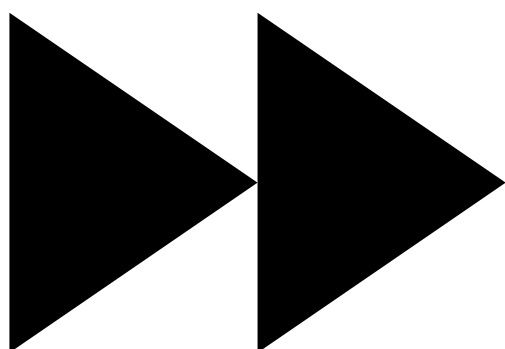
Bank:	Westpac Banking Corporation
Branch address:	275 George Street Sydney NSW 2000
Account name:	Guide Dogs NSW/ACT
BSB:	032 044
Account number:	398 563
Reference:	Your supporter reference number*

*It is important to include this reference number so these funds are allocated to your fundraising event.

Quick fundraising tip #3

People love to support a great cause, especially if a friend or colleague is organising the event.

We encourage you to be realistic with your target but ambitious too; communities love to come together and get involved!





An older male sitting outdoors with one arm around his yellow Guide Dog that is sitting at his feet.

Donor receipts

Any donations of \$2 or more are tax deductible. The easiest way to deposit donations that you collect for your fundraiser is to have your supporters donate via your online fundraising page, where receipts will be automatically generated and sent to your supporters. Please note that we cannot issue receipts for cash donations that you collect, only for donations that Guide Dogs NSW/ACT receives directly.

When the supporter has received goods or services in return for money given (for example, purchased raffle tickets or prizes at auction), a tax deductible receipt cannot be issued.

Donated goods and services

The value of any goods and services donated to the event must be stated by the company or individual donating the goods or services. An accurate record of the donors' details assists us with financial reporting and thank you letters.

Where does your money go?

Your fundraising efforts help provide life-changing independence to people in NSW and the ACT living with low vision or blindness. Here are just some examples of what your support could look like.



Puppy Play Kit – \$39

Vital for providing our puppies with enrichment and learning.



Orange Training Jacket – \$50

Important for making the public aware that our puppies are in training and should not be distracted.



Harness – \$124

Essential for working one-on-one with an Instructor during the later stages of training.



Dog Crate – \$250

Essential for transporting pups safely.

Veterinary Care – \$528

Imperative for providing vaccinations and health checks to our puppies.



Puppy Training Program – \$780

Crucial for laying the foundations for further training.

Through someone else's eyes

Every person's vision is different, but these images help give an idea of what a person may see if they have one of these conditions.



**Retinitis
Pigmentosa**



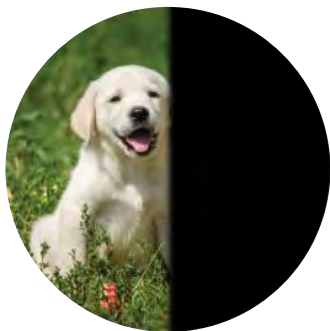
**Age-related Macular
Degeneration**



Cataract



**Neurological Vision
Impairment**
(Acquired Brain Injury)



Diabetic Retinopathy



Glaucoma



Do you know someone experiencing any of these conditions?
Support and services are available from Guide Dogs NSW/ACT.
Phone 1800 436 364 or visit nsw.guidedogs.com.au



Shayne sitting outdoors with his Guide Dog, Bree.

You can make a difference.

Shayne's story

Due to a hereditary eye condition called Retinitis Pigmentosa, Shayne has been gradually losing his sight since childhood. Shayne started using a cane in his early teens and by his twenties, he could no longer see printed materials. It was important for him to increase his mobility and independence, so he got in touch with Guide Dogs NSW/ACT and before long, was matched with Guide Dog, Bree.

Shayne's Mobility Instructor, Alli, told him that it might take a little while to build that bond with his Guide Dog, but Shayne truly bonded with Bree straight away.

“Having my Guide Dog Bree by my side has given me a new level of independence. The first time I walked with her on my own was such a liberating experience and a defining moment for me.”

– Shayne



Karlee sitting with her yellow Guide Dog Olympia, wearing a graduation hat.



Karlee running on an athletics track with her Guide Dog Mobility Instructor Matt.

Karlee's story

Born with Leber Congenital Amaurosis, a rare genetic eye disorder that causes severe low vision, 18 year-old Karlee has risen against the odds to achieve exceptional results at school, begin a medical science degree, and carve out a stellar career in competitive athletics!

Karlee first came to Guide Dogs NSW/ACT when she was nine years old and had just started to use a white cane. At the age of 11, while at primary school, Karlee began participating in cross-country running and athletics, and started to progress through the ranks, qualifying to compete in national meets.

Karlee's ultimate goal was to get a Guide Dog and, in February 2021, Karlee received the call she had been waiting for – she had been matched with a beautiful Labrador called Olympia. Karlee spent the next few weeks getting to know Olympia and working intensively with Guide Dog Mobility Instructor Matt, with a large part of this training at her university campus.

Olympia has already had such a significant impact on Karlee's life. "Before I had Olympia I struggled with independence. I had no confidence and struggled emotionally as I felt trapped and isolated," said Karlee.

"With Olympia, I am able to walk much faster and travel independently which is the best feeling. Olympia is a huge support to me. Not only is Olympia my eyes, she is my confidence, best friend and baby girl. I am so immensely grateful for Olympia's Puppy Raisers, Trainers and my Guide Dog Instructors for giving me this beautiful, clever girl."

– Karlee

Guide Dogs.

Application for Authority to Fundraise

To enable Guide Dogs NSW/ACT to keep in touch with our supporters and to comply with our legal obligations, we are required to keep a register of fundraising events. The following document, together with any supplementary information, must be completed and returned to the Community Fundraising Specialist at Guide Dogs NSW/ACT via email or post, before an Authority to Fundraise can be issued.

Att: Kim O'Meally
Guide Dogs NSW/ACT
PO Box 1965, North Sydney NSW 2059
P: (02) 9412 9450
E: komeally@guidedogs.com.au

Title: _____ First name: _____ Last name: _____

Company / organisation name (if applicable): _____

Position within company (if applicable): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home phone: _____ Mobile: _____ Email: _____

Name of proposed event or activity: _____

Description of fundraising event or activity: _____

Event location / address: _____

Start date: _____ End date: _____

Have you ever been convicted of a crime in Australia?

No

Yes, please explain:

I confirm that I do not have any health or medical conditions that would affect my ability to carry out the tasks required by the role of event organiser / host.

I confirm I am aged 18 years or older.

I consent to my child _____ (aged 8 -17 years) participating in this fundraising event.

I agree this event will result in a donation of _____ % of net profits (please state percentage).

Please state other beneficiaries from this event (if applicable): _____

Amount estimated to be donated to Guide Dogs NSW/ACT: \$ _____

I have read the Terms and Conditions and agree to comply with any legal requirements of fundraising. I understand my obligations to send the proceeds raised to Guide Dogs NSW/ACT within seven (7) days of the conclusion of my event or activity.

I consent to Guide Dogs NSW/ACT collecting my personal information for fundraising purposes and to keep me up to date with news and events.

Signature _____

For more information on how Guide Dogs NSW/ACT handles your personal information, please read our [Privacy Policy](#).

Guide Dogs NSW/ACT reserves the right to refuse or withdraw permission to fundraise on its behalf.

Guide Dogs.

Your responsibilities as a fundraiser

Terms and Conditions

On behalf of Guide Dogs NSW/ACT (us, we, or our), we would like to thank you for your interest in raising funds to help us to continue our goal of providing life-changing independence to people with low vision or blindness. Guide Dogs NSW/ACT appreciates all the support it receives from individuals, corporations and the greater community.

These Terms and Conditions apply to organisations, groups and individuals that are planning to raise funds on behalf of Guide Dogs NSW/ACT. By submitting your Application for Authority to Fundraise with Guide Dogs NSW/ACT, you agree to comply with, and to be bound by, these Terms and Conditions.

If you have any questions, please call the Community Fundraising Specialist on (02) 9412 9450 who will be more than happy to assist you.

1. If your application is approved, Guide Dogs NSW/ACT will:
 - a. issue you with a Letter of Authority to Fundraise specific to your approved event or activity (Letter of Authority); and
 - b. allocate an Authority to Fundraise number to you. To assist Guide Dogs NSW/ACT in processing all queries quickly, please quote the event number in all correspondence with us.
2. You must be registered with us and have received our Letter of Authority before you start any fundraising. You may fundraise during the approved dates only, and only for the approved event or activity indicated in your Letter of Authority.
3. If you wish to extend or change any aspect of your fundraising event or activity you will need to seek additional approval from us. Guide Dogs NSW/ACT may issue a new Letter of Authority or revoke approval of the fundraising event or activity.
4. You must ensure that the event or activity is run in accordance with relevant not-for-profit or charity legislation and / or regulations for the State or Territory in which the fundraising event or activity is being held, and you must obtain any permits, authorities, licences and insurances needed. For example, permits are required by Councils and shopping centres for events on their premises, and State Government permits may also be required for the conduct of raffles or prize draws. Different States have their own legislation, which should be checked beforehand. If you require guidance in this area, please phone Guide Dogs NSW/ACT. Copies of any permits must be sent to Guide Dogs NSW/ACT.
5. You are responsible for ensuring the safety of the event or activity, volunteers and personnel, including organising appropriate public liability insurance and providing first aid services if required. Guide Dogs NSW/ACT's insurance policy does not cover events or activities conducted by external organisations or individuals.

6. Any use of our logo, text, images, name or any other branding must first be approved by us.
7. All publicity in reference to the fundraising event or activity should clearly state that the event or activity is being organised by you. All promotional material must be worded in such a way as to make it clear that Guide Dogs NSW/ACT is either the only beneficiary, or is one of a number of charities benefiting from the event or activity.
8. You must make it clear in any dealings with the public, donors, sponsors and supporters that you are not our agent or representative but are acting on your own behalf to raise money for Guide Dogs NSW/ACT.
9. You hold all funds raised from the public on behalf of Guide Dogs NSW/ACT until the fundraising event or activity is completed. It is your responsibility to ensure that the funds are kept in a secure place.
10. You are required by law to retain records of all income and expenditure relating to your fundraising event or activity. Please use the Income and Expenditure Form provided, retain evidence in support of all expenses, and send copies to Guide Dogs NSW/ACT within seven (7) days of the fundraising event or activity taking place.
11. All costs and debts associated with your fundraising event or activity are your responsibility and we will not be liable for any financial loss suffered by you or those involved.
12. You acknowledge that only Guide Dogs NSW/ACT is authorised to allocate donated funds within Guide Dogs NSW/ACT.
13. You must not approach the general public with door-to-door, street or telephone collections as part of the fundraising event or activity.
14. If you are planning to involve children in your fundraising event or activity, they must be at least eight (8) years of age and have the consent of their parent or guardian.
15. You are required to keep a record of all persons involved in your fundraising event or activity, including details about what activities they were involved in.
16. You must disclose any prior or current criminal convictions. Although these will not necessarily stop you from being able to support Guide Dogs NSW/ACT, they will be taken into account in agreeing to your suitability as an organiser.
17. The organiser agrees to release Guide Dogs NSW/ACT to the fullest extent permissible under law for all claims and demands of any kind associated with the fundraising event or activity, and to indemnify Guide Dogs NSW/ACT for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the fundraising event or activity.
18. We may at any time without the need to give any reasons, withdraw your approval to fundraise by notification in writing.

Guide Dogs.

Income and Expenditure Form

Your name:

Name of fundraising event or activity:

Financial year:

Income

Donations:	\$
Raffles:	\$
Auctions:	\$
Other:	\$
Total income:	\$

Expenditure

Postage:	\$
Printing:	\$
Stationary:	\$
Raffles:	\$
Other:	\$
Total income:	\$

Net income (total income less total expenditure): \$



Att: Kim O'Meally
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nsw.guidedogs.com.au