

## FUNDRAISING GUIDELINES

Many people are not aware that legislation and Best Practice Guidelines govern fundraising in each state of Australia. As our Institute relies heavily on financial support from the community, the following fundraising guidelines have been developed to assist individuals, groups, committees and companies who generously wish to support vital neuroscience research undertaken at our institute. It is important to read these guidelines before undertaking a fundraising event.

1. These guidelines are applicable to the co-ordination of an event or activity that will benefit Neuroscience Research Australia.
2. "Fundraiser" means the individual, organisation or committee holding the activity/event in conjunction with, or for, Neuroscience Research Australia.
3. Fundraisers are not authorised to use Neuroscience Research Australia as the beneficiary charity until they have received an official Authorisation to Fundraise letter from Neuroscience Research Australia. This is a legal obligation and safeguards both parties.
4. The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed 40% of gross proceeds or such lower percentage as required by law.
5. Neuroscience Research Australia can provide the fundraiser with marketing collateral on the work of the Institute, including the latest copies of the *Brainworks* newsletter and brochures.
6. If the fundraiser wishes to use Neuroscience Research Australia's logo on printed materials such as invitations, flyers or posters, a logo can be supplied by the Institute. However, once the logo is issued artwork must be submitted to the Institute for sign-off prior to printing.
7. If the fundraiser wishes to refer to or promote Neuroscience Research Australia, it must refer to the Institute in full as "Neuroscience Research Australia".
8. Suggested wording would be "proudly supporting Neuroscience Research Australia" or "funds raised will help Neuroscience Research Australia".
9. The activity/event is the responsibility of the fundraiser and, due to limited resources, Neuroscience Research Australia is unable to assist in soliciting prizes or providing goods and services unless agreed to in writing with the fundraiser within a reasonable time prior to the event.
10. Neuroscience Research Australia media relations team can provide guidance about publicising your fundraiser and contacting media.
11. If the fundraiser is wishing to seek sponsorship or in-kind support for their event, they

should inform Institute prior to any approach taking place.

12. It is also important that fundraisers contact Neuroscience Research Australia to gain approval before they contact any public personality/celebrity.
13. If the fundraiser would like a representative of Neuroscience Research Australia to attend the activity/event, they should notify the Institute as early as possible to enable a senior representative to be available.
14. Neuroscience Research Australia is unable to provide public liability insurance cover to Third Party Fundraisers. Fundraisers should therefore ensure they secure appropriate insurance cover for all event or activities.
15. If you have a business you may wish to donate a percentage of sales over a period of time to Neuroscience Research Australia. You will need to contact the Institute's fundraising department to make arrangements which meet Department of Gaming and Racing guidelines for working with a trader.
16. Fundraisers must be aware of their responsibilities under the Charitable Fundraising Act (or equivalent) in their state. Please contact Neuroscience Research Australia for more details.
17. All monies collected must be accurately recorded by the fundraiser as outlined by the Charitable Fundraising Act (or equivalent) in your state and presented to Neuroscience Research Australia. (When presenting funds via online bank transfer, it is important that you indicate the source of the funds (i.e. your full name and name of fundraising activity/event) in the reference field for proper crediting and allocation of funds.) Neuroscience Research Australia will issue a receipt in the name of the activity/event.  
  
Accounting of all income and evidence of all associated expenditure incurred in this fundraising effort MUST be documented and provided to the Institute with the Event Completion Form.
18. Neuroscience Research Australia is registered under the Charitable Fundraising Act. Individual receipts for tax deductions for attendee/supporters of the activity/event will only be issued by Neuroscience Research Australia if a general donation of \$2.00 or more is made. The Institute cannot issue any receipts until the funds are deposited into the Institute's account and name, address and amount of donation details are provided.
19. When the attendee/supporter has given money in return for goods or services, a tax-deductible receipt cannot be issued.
20. As unlikely as it is to happen, Neuroscience Research Australia reserves its right to withdraw its approval for the activity/event at any time if it appears that the fundraiser is failing to adhere to any of the above terms and conditions.
21. Neuroscience Research Australia respects the privacy of individuals, companies and community organisations who donate money, goods and/or time to us. Personal information gathered through donations or an event is entered into a secured database for receipting purposes, and is not given to any other charity or business. If you wish to make your donation anonymous then this request will be honored by Neuroscience Research Australia.
22. If you have any queries about your application, please contact Neuroscience Research Australia's Fundraising Department on 9399 1122.