

Fabry Australia Fundraising Toolkit.

Welcome!

Thank you for your interest in raising much needed funds for Fabry Australia. Your support enables our volunteer committee to support families all around Australia who are diagnosed with Fabry Disease. The vision of Fabry Australia is *'Uniting and supporting the Australian Fabry community'*.

Before you start, we ask that you review the guidelines here to make sure your event is not only successful and fun, but that it is also legal and safe.

How we support your fundraising

Fabry Australia is a small, volunteer run organisation. We are very happy to hear your ideas for fundraising and work with you to make them a reality. Some examples of how we can help you include:

- Provide a Fabry Australia Poster
- Provide Fabry Australia brochures and printed materials
- Provide a volunteer speaker for an event
- Receipt donations, including through our website or even face to face.

Fabry Australia Grants Authority to Fundraise on our behalf

Fabry Australia is legally required to approve and authorise all volunteer fundraising activities. If you are not using *Everyday hero* or if you are running your own fundraising event, you need to:

Fill out the **Fabry Australia Community Fundraising Application Form**

Send us a copy of your driver's license, passport or other identity document.

We will then review your planned activity. There are some activities for which we will not provide approval or support. For example:

Events that are high risk;

- Events that do not fit with the values or integrity of Fabry Australia;
- Door knocking, because in most parts of Australia special permits are required;
- Fundraising directly involving children.

We will discuss your activity with you if we have any concerns. In most cases we will send you an **Authority to Fundraise letter**. You will need to keep this letter with you when you are fundraising on behalf of Fabry Australia.

You, as the fundraiser, are solely responsible for your activity. This includes management of the event, finances, prizes and publicity.

Promoting your event

Fabry Australia would like to help you to explain Fabry Australia and the work of Fabry Australia to your donors. We can help to draft any materials you need, any media releases and supply logos. The use of Fabry Australia's logo is subject to prior approval. For all 'third party' supporter fundraisers, we will provide you with a copy of our logo 'Supporting Fabry Australia'. When using the Fabry Australia logo we ask that you please ensure correctness of logo colour and scaling. Please discuss this with Fabry Australia.

Money matters

If your fundraising event incurs expenses and only the net proceeds will be given to Fabry Australia, you should discuss this with us. The following guidelines apply:

Fabry Australia cannot pay expenses you incur while fundraising. You may deduct your necessary expenses from the money raised provided they are properly documented.

You **must** submit a budget to Fabry Australia along with your **Fabry Australia Community Fundraising Application Form**

- Unless otherwise agreed with us, you must achieve a net profit of **70%** of all funds raised at any event.
- You must keep accurate financial records including an explanation of all expenses associated with your event.
- You must document both the income and expenses on the Community Fundraising Completion form within 14 days of your fundraising event
- If your fundraising involves donating a fixed percentage of the sale of goods or services, you can provide Fabry Australia with a regular statement of the amount of money collected from sales and the amount being donated to Fabry Australia. This money can be directly transferred into the Fabry Australia bank account or a cheque can be sent to Fabry Australia

To provide a tax receipt to your donors, you will need to do one of the following:

- You can use an online fundraising platform to collect donations. These websites can email a receipt directly to the donor. Fabry Australia is registered with Everyday Hero. We will consider registering with more platforms; let us know which one you'd like to use.
- You can ask your donor to donate via the Fabry Australia website. Our website will email a receipt directly to them. We can create a page just for your event.
- You can fill out their details on a Donor List and collect the donation from them in cash or a cheque. We can either email or mail a receipt to them.

Public Liability Insurance

If you are holding an event, it is your responsibility to gain any licences, permits or approval (where necessary) to operate the fundraiser from respective community, local and state authorities. Fabry Australia has an insurance policy that may be used in some circumstances. Please discuss any events that you may be holding or participating in with one of the Fabry Australia Committee to ensure there is adequate insurance in place.

Other things to consider

If you are seeking the support of any corporate sponsors, we would like to be involved. These relationships have the potential to be a long-term asset to Fabry Australia.

Go through the checklist

1. Any fundraising activity must first be authorised by Fabry Australia. Please contact us and complete the **Fabry Australia Community Fundraising Application Form** and email to admin@fabry.com.au.
2. Once approved and authorised, Fabry Australia will send you a letter of endorsement enabling you to fundraise on Fabry Australia's behalf. Keep this letter with you during all your fundraising activities.
3. As part of your application, we ask you to provide a budget including anticipated revenue and expenditure (e.g. venue hire, food/drink, equipment hire, design/printing, ticket sales, donations). See application form.
4. All events should aim to keep costs to a minimum, best practice is they should not exceed 30 % of the total you raise.
5. Ensure you understand receipting process if needed. Contact admin@fabry.com.au for further information.

Thank you once again for making Fabry Australia your charity of choice. We wish you every success on your fundraising journey.

Don't forget to have fun!