

## **CBM Australia individual fundraising guidelines**

For individuals and groups who wish to fundraise independently

Thank you for your interest in fundraising for CBM Australia. We appreciate your efforts, and want to let you know that your support will go a long way to transforming the lives of men, women and children with disability in the poorest places.

We've tried to make it easy, but there are a few legal requirements you need to be aware of.

When you embark on organising an independent fundraising event, you can have a lot of questions! So here are some guidelines we hope will assist you.

### **Should I contact CBM Australia before organising my fundraising activity?**

If you have any questions that are not covered in these guidelines, please contact our Community Engagement team on FREE call 1800 678 069.

### **Will CBM Australia approve my fundraising activity?**

Unfortunately, we're not legally allowed to officially endorse your independent fundraising activity (if we could, we'd love to!) This means that CBM Australia will not be responsible for the management and/or conduct of your fundraising activity, and you'll need to consider key matters such as appropriate insurance, venue hire and how you will collect donations safely.

### **What are the legal requirements?**

There can be a number of legal requirements to consider, mostly targeted towards large and/or public fundraising activities. Depending on which state or territory you conduct your fundraising activity in, there will be different applicable laws including specific laws about fundraising. You will be responsible for making sure you comply with all applicable laws covering things such as:

- Obtaining correct permits and/or licenses where necessary;
- Providing accurate information to the public; and
- Ensuring that you remit to us promptly any funds raised.

We recommend you take time to read the information provided by the Australian Taxation Office – details can be found at the [ATO website](#) (search 'ATO charitable fundraising'). You will need to contact the relevant regulators directly with any questions you may have.

*Please note:*

- If your fundraising activity is connected with more than one state or territory, the legal requirements of each of these places must be taken into account. So, if your fundraising activity is administered over the internet, then the laws of *all* Australian states and territories may apply.
- Some states and territories impose restrictions on children being able to collect funds
- Some municipal and shire councils impose local government requirements (e.g. restrictions on door-to-door or street collections) which may be relevant if your fundraising activity takes place within their municipal area.

### **Can I use the CBM Australia logo or other resources for my fundraising activity?**

You can use our name by stating that the proceeds from your fundraising activity will be going to "CBM Australia". You could use a statement such as "proceeds will be donated to CBM Australia" (or if you choose to donate specifically towards a particular area, such as eye care, you could use a statement such as "proceeds will be donated to CBM Australia's eye care programs").

If you would like to include the CBM logo on your promotional materials, you just need to let us know. To do this, please send us a copy of the poster/flyer/brochure you want our logo to be featured on at [events@cbm.org.au](mailto:events@cbm.org.au). Once we've checked it out, we will send you the logo files and information about its use on print material for your particular fundraising activity.

If you require resources (such as CBM brochures), please contact us via email.

If you choose to use images sourced from other locations, you are only able to use photos and graphics as legally permitted, and you must name your source. You will need to include a statement that the images used for your fundraising activity are not endorsed by CBM Australia. For example: "This picture is sourced



from [image location], on [insert date] and is not officially endorsed by CBM Australia.”

### **What information should I include when advertising my fundraising activity?**

You can use our name in your materials by stating that the proceeds from your fundraising activity will be donated to CBM Australia. You could use a statement similar to: “Proceeds will be donated to CBM Australia.”

We also recommend you specify the amount of funds raised that will be donated to CBM Australia. For example: “All proceeds will be donated to CBM Australia”, or “all profits after costs of this event will go directly to CBM Australia.”

Some states and/or territories have legal requirements about what information must be disclosed to prospective donors. Please refer to the information provided by the relevant regulator.

It is important to state clearly that CBM Australia is not involved directly in the organisation of your fundraising activity. A statement such as the following could be considered: “[Your name] is supporting the work of CBM Australia by raising funds for overseas development projects. CBM Australia is grateful for this support but is not directly involved in this fundraising initiative.”

### **Can donors receive a tax deductible receipt?**

If a person wishes to obtain a receipt from CBM Australia for their tax deductible donation, we will require their personal details (such as their name, address and contact phone number) so that we can process their donation and provide a receipt.

Alternatively, donors can make a donation to CBM Australia directly via our website or by free calling 1800 678 069, and will receive a tax deductible receipt.

Please also note that some state and/or territory fundraising laws require you to provide donors with a general receipt at the time you receive the funds.

If your fundraising activity involves providing goods and/or services, CBM cannot provide a tax deductible receipt. There are restrictions on the tax deductibility of donations associated with the supply of goods or services– donations only occur where there is no exchange of money for items of value. See the [ATO website](#) for more information.



### **How should I collect donations?**

It's important that you consider any risks associated with collecting cash and, whenever possible, CBM Australia recommends you encourage people to donate directly to us [online](#). At a fundraising activity, you can do this by setting up a laptop that people can use. Alternatively, you can ask people to write cheques or post money orders. Wherever you do receive cash donations, converting it as soon as you can into a bank cheque or money order is advisable.

Please note that fundraising laws do not allow you to deposit any cash donations into your personal bank account, and you must make sure you forward on any donations containing credit card details as soon as you can for privacy reasons.

If you would like to deposit directly into CBM's bank account, please contact us directly and our phone team will take you through the process.

### **How and when should I provide the funds raised to CBM Australia?**

You should remit to us any funds raised as soon as you can. If you are fundraising in Western Australia, this must be no more than 14 days from the date you received the funds. Please securely post all cheques, bank cheques and money orders to PO Box 348, Box Hill, Victoria, 3128, with the details of the appeal for which the funds were raised and your contact details (just in case we need to get in touch and clarify anything!)

Once again, THANK YOU for your interest in independently raising funds for CBM Australia. Without people like you, we could never achieve so much!