



CBM Australia Fundraising Guidelines for Individuals

Thank you for your interest in fundraising for CBM Australia. Together we can make a difference for people with disabilities living in the poorest places on earth.

When you start fundraising, you may have a lot of questions. There are also a few legal requirements you need to be aware of, depending on what kind of fundraising activity you are running. We have prepared some guidelines to assist you.

If you have any questions that are not covered here, please contact us on **1800 678 069** or **cbm@cbm.org.au**.

Outline:

Where do I start?	1
What if I don't want to set up an online fundraising page?	2
Can donors receive a tax deductible receipt?	2
Will CBM Australia approve my fundraising activity?	3
I want to run a public event. What are the legal requirements?	3
Can I use the CBM Australia logo or other resources for my fundraising activity?4	
What information about CBM can I include when advertising my fundraising activity?.....	4

Where do I start?

Simply sign up and follow the prompts to create a personalised fundraising page.

You can visit your fundraising page to view donations, and track how your progress is going towards your fundraising goal. It also makes it easy to provide regular updates to friends and family on social media – engaging them in your fundraising efforts.

Your fundraising page gives your friends and family a secure way to donate online and automatically provides tax receipts to supporters. This saves you from collecting cheques or handling credit card details (there are regulations around accepting cash on a charities behalf).

If you prefer not to use our online fundraising platform, below are some alternative fundraising options and some things to be aware of.

What if I don't want to set up an online fundraising page?

While using an online fundraising page is the easiest way to fundraise, CBM can assist you with other ways to collect donations.

At a fundraising activity, you could ask people to donate online via their phones or you can set up a laptop that people can use.

If needed you could ask people to post a cheque or money order made out to CBM Australia. If you do receive cash donations, converting it as soon as you can into a bank cheque, money order or banking directly to CBM is required.

Donate Via Post

Securely post all cheques, bank cheques and money orders to:

CBM Australia

PO Box 348, Box Hill, Victoria, 3128

Please include a note with the details of the fundraising event for which the funds were raised and your contact details.

Direct Deposit

To deposit directly into CBM's bank account, please use the details below including Community Fundraising as the reference. Give us a call with the details of the fundraising event for which the funds were raised.

Bank: NAB

Account Name: CBM Australia

BSB: 083-363

Account: 515283476

Please note: 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.

Fundraising in Western Australia? You should remit to us any funds raised no more than 14 days from the date you received the funds.

Can donors receive a tax deductible receipt?

If you are using our online fundraising platform then a tax deductible receipt will automatically be sent to each of your donors – you don't need to do a thing!

If donors make a donation to CBM Australia directly via our website, calling 1800 678 069, or posting a cheque or money order, then a tax deductible receipt will be sent directly to them.

Please note: *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 Australian Tax Office (ATO) website for more information.*

Will CBM Australia approve my fundraising activity?

Unfortunately, legally CBM cannot 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 will need to consider key matters such as appropriate insurance, venue hire and how you will collect donations safely.

If you are holding an independent fundraising activity, such as an event, or seeking the support of local businesses, you will also need an Authority to Fundraise letter from CBM before starting any activity.

I want to run a public event. What are the legal requirements?

If you are fundraising in-lieu of gifts at a special occasion, competing in a sporting event or wish to collect funds in memoriam of a loved one passing, we suggest setting up your own fundraising page where everything is handled online.

However, if the fundraising activity you are planning is a large, or public event then you may need to consider a few regulations. Depending on which state or territory you conduct your fundraising activity in, there will be different applicable laws including specific laws and legislation 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 taking 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". 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 to cbm@cbm.org.au. Once we have checked it, we will send you our logo and details for how to use it on print material for your particular fundraising activity.

If you prefer to hand out CBM brochures, simply contact us via email.

If you choose to use images, photos or graphics sourced from the internet or other locations, please ensure you are legally permitted to use them, and 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 about CBM can I include when advertising my fundraising activity?

You can use CBM's name in your materials by stating that the proceeds from your fundraising activity will be donated to CBM Australia. You could use a statement such as: "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."

Tip: 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.”

THANK YOU for your interest in fundraising for CBM Australia. Without people like you, we could never achieve so much!

Got questions, or want to discuss your fundraising idea? Call CBM Australia on **1800 678 069** or send us an email **cbm@cbm.org.au**