



Thank you for your interest in raising money for NETS.

All fundraising on behalf of NETS must operate within current regulatory guidelines as determined by the Charitable Fundraising Act 1991 and the Department of Gaming and Racing. This act states; anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the organisation, NETS.

So before you start fundraising for NETS, we will need to authorise your fundraising activity. All individuals, groups or organisations who wish to fundraise must register with NETS, whatever the size of the event/fundraiser or the donation (cash or in kind). The Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of NETS. Please read the guidelines, then complete, sign and send back the "Agreement to Fundraise" to NETS via email: fundraising@nets.org.au or fax: +61 2 9633 8782 or mail: PO Box 205, Westmead NSW 2145.

BECOMING A NETS FUNDRAISER

Any person, organisation, group or other, fundraising in the name of NETS needs to accept the following conditions and register their fundraising activity with NETS Fundraising & Public Affairs Officer. *Please contact us if you have any questions — we are here to help!*

- Please read through these Guidelines, then complete and sign the Agreement to Fundraise accepting NETS fundraising conditions.
- Return the Agreement to Fundraise Form to NETS. If your event/fundraiser is approved, you will receive an authorisation letter to fundraise on NETS' behalf.
- The Fundraiser/Organiser is not authorised to use NETS as its beneficiary charity until it has received the authorisation letter.

FUNDRAISING FOR NETS

- Owing to limited resources, NETS is not able to take a coordination role in your event, such as assistance with ticket sales, soliciting prizes or organising celebrities.
- The event/fundraiser, including the financial aspects, fundraising, raffles, record keeping and management of the event/fundraiser shall be conducted in your (the Fundraiser's/Organiser's) name and is the sole responsibility of the Fundraiser/Organiser.
- The Fundraiser's/Organiser's arrangements for the event/fundraiser must be planned with the approval of NETS Fundraising & Public Affairs Officer.
- NETS expects a reasonable level of liaison and information about the event/fundraiser.
- Any changes made from the original details provided on the Agreement to Fundraise Form must be reported to NETS Fundraising & Public Affairs Officer. This may result in a new authorisation letter.
- NETS requires that there be no door-to-door appeals, street/open bucket collections or telephone solicitation of any kind to the public in connection with the event/fundraiser.
- NETS will not authorise the use of its donor or staff database to Fundraisers/Organisers.
- NETS will not enter into a fundraising agreement with a company whose name is synonymous with the manufacturer of alcohol or tobacco products, material likely to cause offence or specific drugs, as these conflict with the public health role of our organisation.

FINANCIAL ASPECTS OF THE EVENT/ FUNDRAISER

- Any expenditure involved with the conduct of your event/fundraiser and any disposition of funds and profits resulting from a fundraising appeal must be properly authorised by NETS prior to the event/fundraiser.
- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event/fundraiser. The Charitable Fundraising Act states this as expenses not exceeding 40% of the gross proceeds.
- The proceeds of the event/fundraiser, the official authorisation letter, and the statement of income and expenditure form together with copies of receipts for all expenditure, are to be sent to NETS within 14 days of the conclusion of the event/fundraiser.
- Individual receipts for tax deductions for supporters of the event/fundraiser can be issued by NETS if that supporter makes a donation of \$2.00 or more to NETS. Along with the cheque/s please

forward a list including the supporters name, address, phone number and the donation amount. If the total of individual receipts exceeds 10 individuals, please provide NETS an electronic version of your register.

- When the supporter has received goods or services in return for money given (e.g. purchased raffle or art union tickets or purchase of goods or merchandise, prizes at auction), a tax deductible receipt cannot be issued. Exceptions apply to donations with associated minor benefits, e.g. Ticket cost for a fundraising dinner is \$1,000 and the market value of the dinner was \$100 a tax deduction of \$900 is applicable.
- For donated goods and services NETS requires correspondence from the company or individual stating the donated value of goods or services to the event/fundraiser.
- Accurate records of the donor's details and volunteers assists NETS with financial reporting and thank you letters.
- A template is available from NETS to assist you with capturing this information.

THE USE OF NETS NAME AND LOGO

- The Fundraiser has no right to the name 'NETS' and cannot raise funds in NETS' name. This means you cannot call your event/fundraiser a NETS event/fundraiser e.g. "NETS Trivia Night". However you can call it an event supporting NETS.
- NETS can authorise the use of a line stating the relationship between the Fundraiser and NETS for all event/fundraiser promotional material. Recommended wording would be, 'This event proudly supports NETS' or 'Funds raised will assist NETS to continue its life saving work.'
- Any printed materials or advertisements to be used by the Fundraiser in relation to the event/fundraiser must be submitted to the NETS Fundraising & Public Affairs Officer for approval and must also state how the proceeds from the event/fundraiser are to benefit NETS, e.g. 'all proceeds from this event' or 'all proceeds from the auction'. Please allow 10 days for approval of your material.
- If the Fundraiser wishes to use NETS logo on any materials or products, the Fundraiser must obtain permission and further information from NETS Fundraising & Public Affairs Officer prior to the event/ fundraiser.

MEDIA AND PUBLIC RELATIONS

- All media materials and press releases must be approved by NETS prior to circulation. Please allow 10 days for approval. We are happy to discuss any ideas you may have and provide an example press release.

NETS REPRESENTATIVES

- A NETS Representative can be arranged to attend your event/fundraiser depending on availability. At least 3 weeks notice is required.

PERMITS

- Some activities require permits e.g. raffles where the total prize pool is over \$25,000.
- Permits are also required by councils and shopping centres for outdoor events/ fundraisers.
- If you have any queries please contact the NETS Fundraising & Public Affairs Officer, or visit <http://www.olgr.nsw.gov.au>.

LIABILITY

- All aspects of financial and public liability and public safety are the responsibility of the event organiser. As NETS is not the event organiser we are unable to cover any liability on your behalf.
- The Fundraiser/Organiser agrees to release NETS to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of NETS or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

DISCLAIMER

- NETS reserves the right to withdraw its approval for an authorised event/fundraiser at any time if it appears that there is a likelihood of the Fundraiser/Organiser conducting the event/fundraiser fails to adhere to NETS Terms of Agreement stated above.