

Fundraising Guidelines

THESE GUIDELINES HAVE BEEN DEVELOPED TO ASSIST GROUPS AND INDIVIDUALS WHO ARE UNDERTAKING FUNDRAISING ACTIVITIES THAT BENEFIT MARY MACKILLOP TODAY

Please read these when planning and before undertaking your fundraiser. If accepted, these terms and conditions (guidelines) will form the basis of any dealings between Mary MacKillop Today and the Fundraiser in relation to the fundraiser/event Fundraising.

1. Please remember that the activity/event will not be a fundraising event for which Mary MacKillop Today is responsible, but your own fundraising activity to raise funds for donation to Mary MacKillop Today.
2. The activity/event shall be conducted in the Fundraisers' name and is the sole responsibility of the Fundraiser.
3. Mary MacKillop Today is unable to take a coordination role in all these activities and does not become involved in soliciting prizes, organising publicity or media, providing goods or services to assist the Fundraiser in the running of the activity/event. The Fundraiser must also meet the requirements of all relevant laws and regulations of your state or territory.
4. Any person or organisation fundraising in Australia must, by law, have an 'authority to fundraise', unless they are exempted. Once you have agreed to the fundraising guidelines, and approval has been given to you by management, Mary MacKillop Today will provide a letter of authority. The Fundraiser is not authorised to use Mary MacKillop Today as its beneficiary charity until they have received written approval.
5. The activity/event must meet requirements of relevant laws and regulations of their state or territory. Please be aware of the different State fundraising laws involving children and minors. It is your responsibility to ensure you meet any obligations outlined in these regulations, including organisational permits, licences, insurance or authorities to fundraise where necessary, particularly for raffles and competitions. For more information please visit: acnc.gov.au
6. The financial aspects, fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Fundraiser and the Fundraiser must comply with the Charitable Fundraising Act and Regulations.
7. The basic obligations of the Charitable Fundraising Act and Regulations are to:
 - a. Provide Mary MacKillop Today with a fairly accurate estimate of the income and expenses associated with your fundraiser
 - b. Keep accurate financial records
 - c. Money raised and details of your actual income and expenditure must be returned to Mary MacKillop Today within 2 weeks of the fundraising activity.

8. 6. Mary MacKillop Today may give you permission to use its 'In Support Of' logo on promotional material once that material has been approved by Mary MacKillop Today. The Mary MacKillop Today logo is a registered Trade Mark. When using the 'Proudly Supporting' logo in any form, please accompany it with words to the effect that "..... supports Mary MacKillop Today". Any printed material produced by the Fundraiser which carries the 'In Support Of' Mary MacKillop Today logo must have prior approval from the Mary MacKillop Today office.
9. Mary MacKillop Today does not pay expenses incurred by you, but you are permitted to deduct your necessary expenses from the proceeds of your event, provided they are properly documented using the summary form.
10. Mary MacKillop Today is unable to reimburse event expenses from funds deposited via online fundraising platforms. All expenses incurred must therefore be managed by you and total expenses should be less than 20 per cent of total proceeds.
11. Mary MacKillop Today does not provide insurance cover for any Fundraiser. The fundraising event will only be authorised when confirmation of insurance cover is provided, if relevant to the event or function. Mary MacKillop Today have a comprehensive suite of insurance products with Catholic Church Insurance and can provide a details of cover should you require any.
12. Mary MacKillop Today can provide official receipts for all donations. Tax-deductible receipts can only be issued to people donating \$2 or more. For a gift to be tax deductible donors must not receive anything in return. Gifts that are not tax deductible include raffle tickets, entry to events, auctions, and the purchase of goods.
13. The Mary MacKillop Today mission, brand and values are central to the organisational operations. Therefore, if funds are being raised for more than one organisation, Mary MacKillop Today reserves the right to withdraw support and/or authority to fundraise if it is deemed that the other organisation/s does not align with Mary MacKillop Today 's mission, brand and values.