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*Thank you for choosing to fundraise on behalf of Telethon Kids Institute. Thanks to generous support of fundraisers like you, Telethon Kids Institute researchers can continue discovering causes, cures, and treatments to improve the lives of kids and young people.*

## **Authorisation to fundraise**

Any person or organisation fundraising in the name of Telethon Kids Institute is required to accept the Institute's guidelines, register their fundraising activity, and have it be approved by the Development team. This ensures that your fundraising initiative meets Western Australian charitable collections legislation.

First, please register your fundraiser by completing the Community Fundraising Registration Form found at [giving.telethonkids.org.au](http://giving.telethonkids.org.au).

Once your registration has been received and approved, you will receive an "Authority to Fundraise" Letter. This letter is a means for you to verify that you are fundraising on behalf of the Institute when soliciting donations, support or gifts in kind.

## **Your role and responsibility**

- Your fundraising event/activity should produce a reasonable financial return against time and expenses.
- You must ensure your event is safe and legal, including acquiring any appropriate permits or licenses. You may need to arrange your own Public and Products Liability Insurance.
- The financial aspects of fundraising, raffles, record keeping and management of the fundraising initiative/event are your responsibility and you must comply with WA's Charitable Collections Act 1946. Please keep in close contact with the Development team at Telethon Kids Institute about any fundraising arrangements or queries.
- To comply with government regulations, **within 14 days of the conclusion of your event or fundraising initiative, all proceeds must be returned to the Institute.** You can bank your proceeds by cheque, credit card, money order or by bank transfer directly to the Institute.
- If a someone donates \$2.00 or more, Telethon Kids Institute can issue individual tax-deductible receipts. If anyone who supports your fundraising effort would like a receipt, please send the Development team: the donation date, name, full address, phone number, donation amount and method of payment.
- A tax deductible receipt cannot be issued when a supporter receives goods or services in return for their contribution. For example, the purchase of raffle tickets, merchandise or auction items is not tax-deductible.
- This also extends to any 'sponsorship agreements', i.e. if a supporter receives

advertising (such as logo recognition at the event) in exchange for a contribution, they cannot receive a tax deductible receipt as this is classed as a sponsorship, not a donation. However, you can acknowledge sponsors through public recognition.

- If you are hosting a raffle you must obtain a permit from the Office of Racing, Gaming and Liquor. Apply for a 'Standard Lottery Permit' at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).
- If alcohol is to be sold at the event you must obtain a permit from the Office of Racing, Gaming and Liquor. Apply for an 'Occasional Liquor License' at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).
- As you are fundraising on our behalf, you must clearly explain to potential donors that funds are being raised for the Telethon Kids Institute.
- Do not include Telethon Kids Institute in the name of your event, e.g. "The Telethon Kids Institute Golf Day". We suggest instead that you use a tagline, e.g. "Proudly supporting Telethon Kids Institute" or "All profits raised will go towards the Telethon Kids Institute" in your printed materials or website.
- All donations must go to the Institute if you have advertised the event/fundraiser in the Institute's name. If you wish for your fundraising to support multiple charities, you must choose this from the start and state this explicitly in your literature. In this case, you should contact any other charities as they too will have fundraising guidelines.
- To comply with the Charitable Collections Act, you must not visit a house for the purpose of making an appeal or of selling goods for support - (a) at all on a Sunday or public holiday or (b) on any other day before 9am or after 6pm. The Institute does not encourage door-to-door fundraising

## How the Institute can assist you

- Discuss your plans and share ideas about what has worked before.
- Provide high quality logos and photos for any printed materials used to promote your fundraiser event. NOTE: we must approve any materials that include Telethon Kids Institute's name and logo before publication.
- Provide you with Telethon Kids Institute promotional materials such as newsletters, branded merchandise and donation collection tins.
- Arrange tours of the Institute for you and your supporters.
- A Telethon Kids Institute representative may be able to attend your event and accept a cheque to say a few words of thanks.

*Thank you for taking the time to read these Guidelines. We look forward to supporting your fundraising. Thank you for making a difference to the health and wellbeing of children!*

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