



**CRPS NETWORK AUSTRALIA INC.**

**Fundraising Guidelines & Application Mar 2018**

# Fundraising Guidelines



Thank you for your interest in raising funds for CRPS Network Australia Inc. (CRPSna). It is only with the support of the community, and fundraisers like yours, that we are able to provide vital support to Australia's Complex Regional Pain Syndrome community, raise awareness to reduce diagnosis times & knowledge of prevention techniques and raise money for Australian CRPS research.

CRPSna staff will liaise with you about your proposed fundraising activity. We are here to give you support and advice where we can. Please take the time to read them before filling out and returning the application form.

## 1) Fundraiser Registration

- a) We, at CRPSna, are legally required to approve and authorise all fundraising activities on our behalf.
- b) We will assess your registration form as quickly as possible. Each event is checked to ensure we have all the required information, the application fits our guidelines, is in line with our aims and values, does not involve unnecessary risk, and will provide a reasonable financial return.
- c) Once your registration has been approved, we will issue you with an Authority to Fundraise letter by email or post along with any other items requested on your form.
- d) You must wait until you have received your Authority to Fundraise before you commence your fundraising for us.

## 2) Responsibilities and Expectations

- a) The Fundraising Activity, including financial management, fundraising raffles, marketing, record keeping and management of the Activity is the sole responsibility of the Fundraiser, and shall be conducted in your (the Fundraisers) name.
- b) As an authorised Fundraiser, you are solely responsible for the running and management of your fundraising activity in an appropriate and responsible way.
- c) Your Fundraising Activity is undertaken in your name; meaning you must not represent as though you are CRPS Network Australia but that CRPS Network Australia is the beneficiary of your fundraising.
- d) You must comply with any obligations through fundraising legislation or regulations in your state or area and secure any necessary permits for your fundraising activity eg. Raffle permits, liquor licences, child protection laws, etc
- e) You are responsible for the coordination and management of the Fundraising Activity, associated licences, insurances, publicity, communications, and arrangement of prizes, goods, services and volunteers

### 3. Financial Information

- a) The law requires you to keep financial records of income and expenditure relating to your Fundraising Activity.
- b) Fundraisers must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained by the Fundraising Activity. You should aim for these expenses to not exceed more than 40% of the total income.
- c) You must collect, hold securely and reconcile all funds related to your Fundraising Activity. For events with associated costs, you must keep financial records, including proof and explanation of all expenses.
- d) Individual tax deductible receipts can only be issued by CRPSna for people making monetary donation of \$2.00 or more. If a donor would like a receipt, please include their name, email address and donation amount on a spreadsheet with your Authority to Fundraise letter. Where a person has received goods or services in return for the donation (e.g. raffle tickets, prizes, auction items or dinner ticket) CRPSna cannot issue a tax deductible receipt.
- e) At the completion of your fundraising activity you will need to send in all funds raised and documentation of income and expenditure within 14 days of your activity taking place.
- f) Where the fundraising activity involves the sales of goods and/or services of a business where a percentage of sales are donated to CRPSna on an ongoing basis - arrangements must be made to distribute to CRPSna at regular intervals.

### 4. Branding and Logos

- a) At no time can your Activity be promoted as a CRPSna event. However, the Fundraising Activity can be promoted as “proudly supporting CRPS Network Australia” or state that “funds raised will go to CRPS Network Australia”.
- b) Our logos can be made available to you for use within your communications or marketing under strict guidelines and only with permission. These logos must only be used in the format they are provided and may not be altered in any way.
- c) If you need to describe CRPSna for your event you may use the following statement:

“CRPS Network Australia supports Australian CRPS research. Their vision is that all Australians with Complex Regional Pain Syndrome (CRPS) receive the very best specialist treatment, care and support, specific to their individual needs, and that CRPS is better recognised leading to faster diagnosis times and better outcomes.”

## 5. Withdrawal of Authority

- a) CRPS Network Australia Inc. reserves the right to withdraw the approval of your Fundraising Activity at any time if it feels necessary to protect the reputation of CRPS Network Australia or for any other reason.
- b) In this circumstance all fundraising and promotion must cease immediately and the Authorisation to Fundraise letter and all monies raised must be sent to CRPS Network Australia Inc. within 7 days.

**We're so excited that you have chosen to support CRPS Network Australia with your fundraising – we look forward to hearing about your event!**

**Please do contact us at any time if you have any questions or would like any more information on 0417 975 908 or [admin@CRPSnetworkAustralia.org.au](mailto:admin@CRPSnetworkAustralia.org.au).**



## APPLICATION TO FUNDRAISE

### Your Details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Your Organisation: (if applicable) \_\_\_\_\_

### Your Fundraising Details:

Name of your activity: \_\_\_\_\_

Proposed date & time: (maximum duration 12 Mths) \_\_\_\_\_

Description of your activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of your activity: (include venue name & address) \_\_\_\_\_

\_\_\_\_\_

How many people are you expecting: \_\_\_\_\_

Any further Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Your Fundraising Details (cont'd):

Will all proceeds from your activity go to CRPS Network Australia?

Yes!     No, we are also raising funds for \_\_\_\_\_

Do you have or do you intend to seek public liability insurance for your activity?

Yes!     No

## Applicant Acknowledgement

I/We have read and agree to CRPS Network Australia Inc's Fundraising Guidelines. I/We confirm that all information provided above is correct at the time of submission. I/We agree to conduct all fundraising activities in accordance with the Fundraising Guidelines and in a manner which upholds CRPS Network Australia's integrity, professionalism and values.

Your Signature: \_\_\_\_\_

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return your completed application to us by post or email, allow up to 10 business days for your proposal to be reviewed. Please feel free to contact us if you have any queries!**

**Thank you so much for your interest in fundraising for CRPS Network Australia. It is only with support from the community, and fundraisers like yours, that we can provide vital support to the entire CRPS community of Australia.**

**CRPS Network Australia  
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