

Fundraising Guidelines

Juvenile Diabetes Research Foundation



Last updated 4th September 2009

Thank you for expressing an interest in raising funds for JDRF by organising your own fundraising event.

These guidelines apply to you if your event falls into one of the following categories:

1. Your event will incur expenditure,
2. Your event requires the use of our logo or name, or
3. Your event requires JDRF to issue receipts for your event

We know that it's important to you that your fundraising event is a success, so this document will provide you with some important information about your responsibility as a fundraiser, your guide to branding and media, and your legal obligations.

Your responsibility as a Fundraiser

Before you start raising money on behalf of JDRF, you need to register your event with us regardless of the size of your event. Once you have read these guidelines below you can register your event using the [Event Registration Form](#).

JDRF will issue an Authority to Fundraise letter and an ID number if your event is approved and:

1. Total expenses must be less than 40% of income. JDRF cannot pay for any expenses incurred by you.
2. You will agree to supply a complete record of income and expenditure with supporting receipts and invoices within 4 weeks of the conclusion of the event/activity.

The main benefit of registering your event with JDRF is that your event will be covered under JDRF's Public Liability and Volunteer, Personal and Accidents Insurance Policy.

The fundraising event will be conducted in your name and if you chose to solicit prizes or publicity we ask that you take responsibility for coordinating this. JDRF staff are here to advise you on your event so please contact your local JDRF office or email us at fundraisingfriend@jdrf.org.au if you have any questions.

Your guide to branding and media

Use of the JDRF name:

Like anyone, getting our name right is important to us. So when you mention or refer to our organisation in materials or communications, please either use our full name, **Juvenile Diabetes Research Foundation**, or if space is tight you can also use the abbreviated form, **JDRF**.

To help you, here is some suggested wording you can use when referring to the relationship between your fundraising event and JDRF:

- "Proudly supporting the Juvenile Diabetes Research Foundation"
- "Funds raised will go towards funding the best and most promising type 1 diabetes research in Australia."
- "This is a volunteer run event raising money for the Juvenile Diabetes Research Foundation."

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Use of the JDRF logo:

Our brand's reputation and goodwill is extremely important to us and so we ask you to make sure that only the right logo is used in any materials or products. Downloads of our logo are available in the [Resources section](#) of the Fundraising Friends page on the JDRF website.

Approval of materials

The JDRF logo is protected and can only be used with prior permission from JDRF. So we need you to submit any material or products with the logo on them to JDRF for approval **before** you print or distribute them. Please send through your material to media@jdrf.org.au and we will respond to you within 2 working days with approval or suggested changes.

Promoting your event

We can provide tools to support you to raise awareness for your event. We have put together some ready-made press releases for you to send off to your local newspapers and radio/TV stations. You can simply tailor these to your event by inserting your own details. These press releases are available in the [Resources section](#) of the Fundraising Friends page on the JDRF website. We would also like you to let us know who you are contacting so we can look out for any articles or media coverage. Just email us at media@jdrf.org.au to let us know who you have sent your press release to.

If you would like to have a representative from JDRF at your event, we will do our best to help you. Please contact us as early as possible so we can try and arrange someone before your event.

Your legal obligations as a Fundraiser

If your event is going to incur expenditure, your basic obligations as a fundraiser under the 'Charitable Fundraising Act (1991)' are:

1. To keep accurate financial records (including retention of receipts and invoices).
2. To provide JDRF with an accurate record of income and expenses associated with the event within 4 weeks of the conclusion of your event;
3. To set up a bank account to receive funds from the fundraising activity if your event is going to raise over \$10,000. All funds donated to your fundraising event are to be banked into this account and the account must be closed after your event. Please notify JDRF of the account details and signatories to this account.
4. To document all expenditure associated with the event. Total expenses must be less than 40% of income. JDRF cannot pay for any expenses incurred by you.
5. Funds raised on behalf of JDRF cannot be used to make a donation to another organisation.

JDRF can provide official receipts for donations at the conclusion of your event. Tax deductible receipts can only be issued to people donating \$2 or more, where the donation is a gift (the donor received nothing of material value in return). In order for JDRF to issue tax-deductible receipts for your event, you will need to keep a register of all donors eligible for a receipt. Simply fill in the Receipt Request Form located in the [Resources section](#) on the Fundraising Friend page of the JDRF website and send it to: JDRF, Finance Department, PO Box 183, St Leonards NSW 1590.

It is important that any expenditure involved with the conduct of your event is approved by JDRF before you start fundraising.

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It is also important that you abide by all legislation and apply for any permits and authorities that may be required. The financial aspects, fundraising, raffles, record keeping and management of the fundraising event are entirely your responsibility. Different States have their own legislation, which you should check before you start fundraising.

For more information on legislation and permit requirements in your State or Territory, please contact:

STATE	DEPARTMENT	Phone	Email or Internet Site
NSW	Dept of Gaming & Racing Office of Charities	(02) 9995 0300	www.olgr.nsw.gov.au
VIC	Dept of Justice Consumer and Business Affairs	1300 558 181	www.consumer.vic.gov.au
WA	Dept of Fair Trading: Charitable Collections	(08) 9282 0901	charities@mft.wa.gov.au
TAS	Dept of Treasury and Finance: Tasmanian Gaming Commission	(03) 6233 3468	gaming@tres.tas.gov.au
QLD	Dept of Treasury Office of Gaming and Racing	1800 064 848 or (07) 3872 0999	www.qogr.qld.gov.au
NT	Dept of Industries and Business	(08) 8924 4280	
ACT	Department of Urban Services City Operations Branch	(02) 6207 7139	www.act.gov.au
SA	Office of the Liquor & Gambling Commissioner	(08) 8226 8500	www.olgc.sa.gov.au

Disclaimer

Fundraisers are not employees or agents of JDRF, nor are they acting in any other representative capacity of JDRF. Fundraisers undertake all fundraising activities on their own behalf at their own risk. JDRF Insurances will only cover events that have been registered prior with JDRF. Fundraisers will be covered by JDRF's Public Liability and Volunteer, Personal and Accidents Insurance Policy.

JDRF reserves the right to assess each submission to fundraise on their behalf and at times decline if necessary.

JDRF also reserves the right to withdraw its approval for the fundraising activity/event at any time.

More information

We are here to help - If you have any questions about your event please contact your local JDRF office or email us at fundraisingfriend@jdrf.org.au.

Thank you for your support and good luck with your fundraising!