



FUNDRAISING GUIDELINES

Little Heroes Foundation abides by the Collections for Charitable Purposes Act 1939.

Any person, organisation or group fundraising in the name of Little Heroes Foundation will be required to accept the following guidelines and register their fundraising event or activity with Little Heroes Foundation prior to the commencement of the event.

These guidelines provide the basis for a fundraiser/event to be organised on behalf of Little Heroes Foundation if the proposed fundraiser / event is accepted by the Foundation prior to commencing fundraising.

By signing and returning your Fundraising Application Form, the following terms and conditions will form the foundation of any dealings between Little Heroes Foundation and the fundraiser in relation to the fundraising event.

Fundraising approvals are to support Little Heroes Foundation in its objectives. Approval of a fundraiser does not include naming rights to an event.

Approved Fundraising Events

1. If approved for your fundraising, notification will be sent in writing via the email address supplied. Little Heroes Foundation will keep a register of events for completion and sign-off purposes.
2. Any person or organisation fundraising on behalf of Little Heroes Foundation must have an "Authority to Fundraise" letter. The Foundation will send an authorised document on Foundation letterhead confirming our involvement.
3. The arrangements for the fundraiser/event should be planned with the approval of Little Heroes Foundation. The Foundation expects a reasonable level of regular liaison and information about the fundraiser/event.
4. Fundraising/events are the responsibility of the approved fundraiser. Little Heroes Foundation will provide advice but cannot coordinate the event.



Promotion of Fundraiser / Event

If the fundraiser/event coordinator would like to use the Foundation's name or logo on any written materials, promotional materials or products, prior permission must be obtained from Little Heroes Foundation. If permission is granted, the Foundation will provide materials as requested (within reason) for use. Permission for logo usage will be subject to terms and conditions negotiated between the Foundation and the fundraiser, in particular when the use of the Foundation's logo is for marketing activities of an organisation.

Any media or press releases relating to the fundraiser/event must be approved by Little Heroes Foundation before they are distributed/circulated. We are always happy to talk about any ideas you may have.

If the fundraiser would like to refer to or promote Little Heroes Foundation, it is allowed, however the fundraiser has no right to the name 'Little Heroes Foundation'.

Reporting Requirements

The approved fundraiser will be required to:

1. Provide Little Heroes Foundation with an accurate record of the income and expenses associated with your fundraiser within 4 weeks of the fundraiser/event. This must list all receipts and expenses in relation to this event.
2. Keep accurate financial records, including retaining any receipts and/or invoices.
3. An approved fundraiser does not have the right to use the name 'Little Heroes Foundation' and is not permitted to raise funds in either of those names. Approved fundraisers may call it an event/fundraiser 'Supporting Little Heroes Foundation'.
4. The fundraiser/event must meet requirements of relevant laws and regulations. Please phone the Little Heroes Foundation office if you need direction or guidance in this area.
5. Any financial information recorded through fundraising is reported annually to the Australian Charities and Not For Profits Commission (ACNC).

Record Keeping, Receipts and Banking

Little Heroes Foundation can provide official receipts for approved events. Tax deductible receipts can only be issued for donations of \$2 or more. Little Heroes Foundation can supply Tax Receipt Request Forms for any cash donations you may receive. These forms allow the donor to request a tax deductible receipt, which will be available to them once the funds and forms are supplied by the fundraiser to the Foundation.



All receipt forms must be returned, whether completely or partially used, to the Foundation within four weeks of the fundraiser/event's conclusion, along with any other Little Heroes Foundation such as ID badges, and collection buckets.

Acknowledge of the amount fundraised will be supplied once the following items have been returned to Little Heroes Foundation:

1. Monies received
2. Income & Expenses Statement
3. Receipt Forms
4. Little Heroes Foundation property (unused raffle tickets, collection buckets)

If the fundraiser/event will include a raffle and the total of prizes offered does not exceed \$5,000, Little Heroes Foundation can provide you with standard raffle tickets. Please contact Little Heroes Foundation for terms and conditions.

Donations of \$2 or more are tax deductible. The following items are **not** tax deductible:

1. Raffle ticket purchases
2. Goods or Services purchased such as auction items, wine wall, tickets purchased and other.

If a receipt form cannot be located, a signed statutory declaration stating that it has been lost must be provided by the Fundraiser/Event Coordinator.

Our compliance with legal issues, such as those surrounding receipts, ensures our continued permission to fundraise, so we thank you for helping us in this way. Please remember that the fundraiser/event will be held to raise funds for non-tax deductible contribution, of the net proceeds of a fundraising activity, made to Little Heroes Foundation.

Other Information

If your fundraiser/event will be undertaken in a public park, Local Government/Council permission is necessary. Permission from Centre Management is also necessary if your fundraiser/event will be held in a shopping centre. Little Heroes Foundation can assist with this process.

If you would like a Little Heroes Foundation representative at your event, please contact us at least 1 month prior to the fundraiser/event. In some cases, a representative from the Foundation may not be available.

If you have any queries about your application please contact Samantha Tedmanson, our Events & Fundraising Coordinator on 8161 6025 or email samantha@littleheroesfoundation.com.au.



Events / Fundraising / Donation of Goods and Services Application Form

Contact Details

Name of Event Manager:

Name of Business/Organisation:

Address:

City/Suburb: State: Postcode:

Phone:

Email:.....

About the Event

Event Name:

Event Type:

Event Date:

Event Time:.....

Venue:

Details of Event:

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Do you require use of any Little Heroes Foundation promotional materials? (Please tick)

- Logo Banner Collection tin Brochures Tax Receipt Request Forms

If deemed by the Foundation as a larger scale event, do you require any of the following?

- Auction Items Auctioneer Guest Speaker Staff

www.littleheroesfoundation.com.au

Level 3, 77 King William Road, North Adelaide South Australia 5006

Telephone: (08) 8161 6025 Fax: (08) 8161 7272

ABN 68 433 491 416



Financial Details

Outcomes for Little Heroes Foundation and/or your business / club:

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Estimated total income of the fundraiser/event:

Estimated expenses associated with the fundraiser/event:

Estimated % of funds to benefit your business/club:

Estimated % of funds to benefit Little Heroes Foundation:

Will any other charity / organisation be a recipient of proceeds from the event / fundraiser?

(If yes, please supply details):

Acceptance of Agreement

- I have read and understand Little Heroes Foundation's fundraising guidelines and understand the content. I agree to conduct the event / fundraiser in accordance with these guidelines. I understand I cannot claim for any damages or injury incurred as a result of this fundraising event.*
- I understand that Little Heroes Foundation may withdraw approval of this fundraiser/event at any time should the event / fundraiser or the event / fundraiser coordinators fail to abide by the Little Heroes Foundation's fundraising guidelines. I agree that the Little Heroes Foundation, its staff or volunteers will not be held responsible for any loss or damage that occurs as a direct or indirect result of the event / fundraiser.*

Print Name:

Signature: Date:

Please submit your completed application form to samantha@littleheroesfoundation.com.au

Little Heroes Foundation will contact you regarding your concept and work with you to build a successful fundraiser/event if your application is accepted.