



Form
**Proposal to Fundraise/Support
 and Fundraising Guidelines
 Marketing and Communication**

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Name (first name and surname)			
Name of Community / Company / Group			
Position held by event coordinator			
Address		State	Postal Code
Suburb			
Email		Phone number	
Event name			
Date			
Venue			
Venue address			
How will funds be raised?			
How do you plan on promoting your activity?			
Estimated total donation to Mercy Community Services	\$		

Terms & Conditions

I/We understand the terms and conditions under which any fundraising or supporter activities benefiting Mercy Community Services need to operate. I/We will endeavour to ensure that Mercy Community Services representatives are informed of the development of any fundraising concepts and approve any promotional material or media releases citing Mercy Community Services as the beneficiary. I/We have read Mercy Community Services' Fundraising Guidelines and offer to hold the activity in accordance with those guidelines. I/We agree to send/process the proceeds raised to Mercy Community Services **within 14 days** of the conclusion of the activity.

I..... agree to conduct my event.....
 (Fundraiser's/supporter's name) (Activity name)
 in a manner which upholds Mercy Community Services' integrity, professionalism and values. I agree to inform Mercy Community Services if the details of my activity deviate from those stated. I agree to the *Fundraising/Supporter Guidelines* contained in this *Proposal to Fundraise Form*.

Signed..... Date.....

Signed (MCS Team Member)..... Date.....

Please return this completed form to Mercy Community Services by
 Email to: fundraising@mercycs.org.au or phone 07 3866 4106

Please refer to the Fundraising Guidelines included in this document.

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If you are planning on conducting a 'donation drive' seeking donated goods, please provide information:

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If you are planning a donation in lieu of an event, please describe if it is one of the following:

In memory of:

In support of:

In celebration of:

Thank you.

A Mercy Community Services team member will contact you to discuss your proposed activity.

Estimated Budget

(Please adjust items applicable to your event)

Income	\$ Amount	Expenses	\$ Amount
Sponsorship		Sponsorship	
Registration Fees		Venue Hire	
Ticket Sales		Food & Beverage	
Donations		Insurance	
Raffles		Advertising	
Auctions		Promotional Material	
Other		Prizes	
		Transport	
TOTAL INCOME		TOTAL EXPENSES	
		TOTAL PROFIT	

Note: Mercy Community Services is required under the Fundraising Acts to record details of your fundraising event expenses. Please detail your projected fundraising activities and expected income, as well as list all anticipated expenses your event/activity will incur.

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Australian governments have developed legislation in each State and Territory governing the conduct of fundraising (the Fundraising Acts). Under the Fundraising Acts, anyone wishing to raise money for charitable purposes on behalf of another organisation must hold an authority to fundraise issued by that organisation. *In addition, we ask that anyone wishing to undertake donation drives seeking donated goods also hold an authority issued by Mercy Community Services (MCS) and follow these guidelines.*

These guidelines have been developed to assist you with your fundraising event/initiative. Please make sure you read these guidelines as they outline your responsibility as a fundraiser/supporter, as well as how MCS can support your fundraising efforts.

1. Before you start fundraising for your event/ initiative, a *Proposal to Fundraise form for Authority to Fundraise/Support* must be submitted to MCS and approved. Fundraising cannot take place until you have received approval.
2. You must meet the requirements of relevant Australian and state laws and regulations. For more information visit the ATO's website: and the MCS team will also provide advice on what is required in each state.
3. MCS insurance policy does not cover activities conducted by outside individuals, organisations and groups. You must ensure all appropriate and required insurance cover is organised before the fundraising event/initiative takes place.
4. If your fundraising event/initiative will be taking place in a public area, remember to check with local authorities and obtain any required permits.
5. You are responsible for ensuring the fundraising event/initiative is profitable (the event must generate an income value that is higher than the expense value incurred) – expenses must be no more than 40% of gross proceeds.
6. The fundraising event/initiative, including the financial aspects, record keeping and management of promotion is conducted in your name and is your sole responsibility.
7. All monies raised must be forwarded to MCS within 14 days from the date of the promotion terminating or as agreed by cheque or electronic transfer, these details will be provided once your *Authority to Fundraise Form* has been approved.
8. MCS is not able to take a coordination role in your activity, such as soliciting prizes, organising publicity or celebrities, assisting with ticket sales or providing goods and services to assist you with running your event/initiative.
9. You cannot call your event a Mercy Community Services event i.e. A Mercy Trivia Night, however you can call it an event proudly supporting Mercy Community Services. Mercy Community Services can authorise the use of a line of copy stating the relationship between you and MCS for all fundraiser promotional material. Recommended wording would be:

‘This event proudly supports Mercy Community Services’
Or

‘Funds raised will assist Mercy Community Services in helping to support and empower those who are poor, vulnerable, marginalised or in a position of disadvantage.’

10. Any printed materials or advertisements to be used in relation to the Event/initiative must be submitted to MCS for approval and must also state how the proceeds from the Event are to benefit MCS, e.g. ‘all proceeds from this event’ or ‘all proceeds from the auction’.
11. The MCS logo is available upon request to use on certain documents and promotional material. Before any material with the MCS logo is published or distributed it must have approval from MCS. Please submit any material prior to circulation to MCS for sign off or feedback.
12. Supporters who wish to make a donation should be directed to your Everyday Hero fundraising page in the first instance. They will be able to make an online donation using a credit card. Alternatively, they can elect to pay with cash/cheque, and will be issued with a payment slip which they can then take to their nearest Post Office to make the payment. When organising an offline fundraising event, you can collect donations in cash or cheques (made out to Mercy Community Services).
13. Donations of \$2 or more are tax deductible. If any of your donors require a receipt, please record their details on the *Issuing Donor Receipts Form* and send it to us at the end of your fundraising activity. We will then organise and send receipts direct to each donor. Please note, tax deductible receipts cannot be issued if goods or services are received in return for payments (e.g. an auction prize or event ticket). Also note that donations made online through Everyday Hero, are receipted electronically by them.

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