

## PKU ASSOCIATION OF NSW FUNDRAISING GUIDELINES

This agreement acknowledges the co-ordination of an event or activity that will benefit The PKU Association of NSW.

- "Fundraiser" means the individual or organisation holding the activity/event in conjunction with or for The PKU Association of NSW.
- Once the Fundraiser agrees to the terms in these guidelines then they should sign and return the Fundraising Agreement and Fundraising Registration Form (see below). The PKU Association of NSW will then send a Sanction Letter, which confirms and authorises the activity/event.
- The PKU Association of NSW is registered under the Charitable Fundraising Act.
- Fundraisers are not authorised to use The PKU Association of NSW as its beneficiary charity until they have received their Sanction Letter as this safeguards everyone involved.
- The activity/event is the responsibility of the Fundraiser and due to limited resources, The PKU Association of NSW are unable to assist in soliciting prizes, organising publicity, or providing goods and services unless agreed to in writing with the Fundraiser.
- Fundraisers must clearly indicate whether they want their fundraising efforts directed to:
  - The PKU Association of NSW Operations fund
  - A specific event being conducted by the PKU Association of NSW, or
  - PKU Research performed by research staff at the Children's Hospital, Westmead.
- If the Fundraiser wishes to use The PKU Association of NSW logo and or name on any printed materials such as flyers, posters etc, then an example of the material **MUST** be sent to The PKU Association of NSW for approval.
- At The PKU Association of NSW we are protective of our children and would not like them to be involved in events or with the media in any way that would compromise their privacy. The PKU Association of NSW will look at any requests to involve children or their families on an individual basis for promotional purposes and this can often be arranged through The PKU Association of NSW.
- We consider telemarketing and door-to-door solicitation to be an invasion of privacy and both are not allowed under any circumstances.
- It is essential that Fundraisers contact The PKU Association of NSW to gain approval before they contact or approach any public personality, celebrity or corporations so that we can maximise the opportunity via The PKU Association of NSW network.
- If the Fundraiser would like a representative of The PKU Association of NSW to attend the activity/event, they need to notify The PKU Association of NSW as early as possible to enable a representative to be available. Notice is greatly appreciated.
- Fundraisers must be aware of their responsibilities under the Charitable Fundraising Act (or equivalent) in their state. Please contact your The PKU Association of NSW Committee for more details.
- All monies collected must be accurately recorded by the Fundraiser as outlined by the Charitable Fundraising Act (or equivalent) in your state and presented to The PKU Association of NSW. The PKU Association of NSW will then issue a receipt in the name of the activity/event.
- Individual receipts for tax deductions for attendee/supporters of the activity/event will only be issued by The PKU Association of NSW if a general

donation of \$2.00 or more is made. When the attendee/supporter has given money in return for goods or services, a tax-deductible receipt cannot be issued. The PKU Association of NSW cannot issue any receipts until the funds are deposited into The PKU Association of NSW bank account.

- As unlikely as it is to happen, The PKU Association of NSW reserves its right to withdraw its approval for the activity/event at any time if it appears that the Fundraiser is failing to adhere to any of the above terms and conditions.

Thank you in advance for your support in regards to your fundraising efforts, which are greatly appreciated by all at The PKU Association of NSW.

If you have any questions or queries then please do not hesitate to contact:

**Events & Fundraising Committee**

**Email: [info@pkunsw.org.au](mailto:info@pkunsw.org.au)**

**Web: [www.pkunsw.org.au](http://www.pkunsw.org.au)**

# THE PKU ASSOCIATION OF NSW FUNDRAISER REGISTRATION FORM

Name of fundraiser/event/proposal	
Date/Timeframe of fundraiser/event/proposal	
Venue of fundraiser/event	
Details of fundraiser/event	
Proposed involvement/representation of The PKU Association Of NSW: <ul style="list-style-type: none"> <li>• Do you require assistance with publicity?</li> <li>• Do you require a representative from The PKU Association of NSW to attend your event to receive the donation at the end of the fundraiser/event?</li> </ul>	
Resources required: <ul style="list-style-type: none"> <li>• Brochures?</li> <li>• Flyers?</li> <li>• Posters?</li> <li>• Banners?</li> </ul>	
Estimated revenue \$	
Estimated donation \$	
Date this form was completed	
<b>Event Co-ordinator details</b> Enter the name and contact details of the person who will be responsible for the coordination of this event	Name: Contact Phone BH: Contact Phone AH: Mobile: Email Address:
<b>The PKU Association of NSW sign-off</b>	

## FUNDRAISING AGREEMENT

Please complete and return the Fundraising Agreement together with the Registration Form to The PKU Association of NSW office

I \_\_\_\_\_ (**Co-ordinator's name**) accept the terms and conditions of the Fundraising Agreement set out above.

I agree to conduct my activity/event \_\_\_\_\_ (**name of fundraiser**) in accordance with those terms and conditions and in a manner, which upholds The PKU Association of NSW integrity, professionalism and ethos.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Thank you for supporting The PKU Association of NSW  
Together we can make a difference**