



Fundraising Guidelines

1. **Event approval**

Please contact the Fundraising and Development Manager at GordonCare for Children before planning your event. This ensures that your event is consistent with the values of GordonCare for Children and also that there are not competing events planned for the same day.

2. **Liability**

While we appreciate the support of the community in holding an event and making GordonCare the beneficiary, in no way will GordonCare be held liable for costs, insurance of public safety, which remain the total responsibility of the organiser.

GordonCare for Children will not be liable for any expenses incurred in running or promoting an event.

3. **Brand and logo**

Once the event has been approved, GordonCare for Children can, upon request supply the organiser with the logo to be placed on promotional material. When using the logo a draft of any promotional material should be forwarded to the Fundraising and Development Manager for approval.

GordonCare is happy to assist with writing media releases to promote the success of the event.

4. **Canvassing for donations**

As GordonCare for Children runs a number of events each year, it is important that we do not overwhelm individuals and companies asking for support. Please present the Fundraising and Development Manager with a list of individuals and companies you intend to approach for donations to avoid duplication of donation requests.

Please keep a record of all donations, prizes and services received to be provided to GordonCare. We are happy to prepare certificates of appreciation for those who have helped you.

5. **Receipts**

Donations over \$2 are tax deductible and may be provided with a tax deductible receipt. For receipts to be sent to donors, please supply the full names, addresses and the amount of the donation to GordonCare along with the money received within 14 days of the fundraising event.

Tax receipts cannot be issued when any items have been purchased eg raffle tickets, admission, auction items and merchandise. Tax receipts cannot be issued for donated services eg entertainment.

6. **Raffle Guidelines**

All raffles held on behalf of GordonCare for Children must follow the guidelines specified by the Victorian Office of Gambling Regulation Gaming No2 Act 1997