



*The furthest corner. The finest care.*



Royal Flying Doctor Service  
TASMANIA

## Fundraising Guidelines



Dear Fundraiser,

On behalf of the Royal Flying Doctor Service (RFDS) Tasmania and the people we assist, thank you for your interest in helping us with our vital work. This booklet is a guide to help you in your fundraising endeavours, and to ensure that the reputation of the RFDS is upheld. It explains the legislation and requirements that affect people who raise funds on our behalf.

While many people associate the RFDS with outback Australia, there are people living in rural Tasmania (and on the surrounding islands) who are just as isolated and in as much need of access to medical care as those living in the outback. In addition there are also people who require air transport between Tasmanian cities in order to access specialised services. The RFDS has been providing this service in Tasmania since 1960.

The Royal Flying Doctor Service Tasmania is proud to be supplying and maintaining the base at Launceston Airport from which aerial ambulance services are provided to the Tasmanian and Bass Strait communities.

RFDS Tasmania supports the Tasmanian community through projects such as:

- > The provision of airport facilities across the state, which enable patients to be comfortably transferred under cover, to or from the air ambulance;
- > Medical, nursing and dental scholarships that give students the experience of working alongside RFDS doctors and dentists in remote locations;
- > The supply of additional medical equipment for the Ambulance Tasmania air ambulance to enhance the quality of patient care, such as baby transport modules, specialist transport equipment for severe heart failure and GPS units for road ambulances in rural areas of the state; and
- > The support of the Flinders Island Dental Clinic, by supplying air transport for dental personnel and the donation of much needed new dental equipment, for the benefit of both public and private patients.

We thank you for your support and your interest in fundraising for the RFDS in Tasmania. If you have any further queries, please do not hesitate to contact me personally at our Launceston Airport base on (03) 6391 0504.

Yours sincerely,



John Kirwan  
Chief Executive Officer

## Contents

1.	The Authorisation Process	4
2.	Your Responsibilities as the Fundraiser	6
3.	Involvement of the RFDS	7
4.	Media and Promotional Materials	8
5.	Money Matters	9
6.	Legal Implications	11
7.	The RFDS Fundraising Code of Conduct	13
8.	Contacts	14
9.	Application Form	15
10.	Ready Reference Guide	19

## 1. The Authorisation Process

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The process for obtaining authorisation to fundraise for RFDS Tasmania is as follows:

1. Complete the **attached** application form. Please note that this form requires you to supply the contact details of a personal referee who is aware of your event. This referee cannot be a member of your family or someone who lives in your household.
2. Return the completed application form to:  
  
RFDS Tasmania  
PO Box 1087  
Launceston TAS 7250
3. The approval process generally takes up to ten working days. Once your application has been approved, you will receive a letter advising that you have been granted permission to fundraise on behalf of the **RFDS in Tasmania**. This letter also formally sets out your responsibilities.

### Appropriate events

As one of Australia's most respected charities, the RFDS will not authorise events that would be inappropriate, including:

- Inappropriate entertainment (i.e. adult entertainment)
- Events relating to tobacco
- Excessive consumption of alcohol
- Excessive consumption of food
- Illegal or excessively dangerous activities

If you would like to discuss whether your event is appropriate, please contact us at our Launceston Airport base on (03) 6391 0504.

### Why is authorisation required?

The RFDS has the authority to fundraise for charitable purposes in Tasmania. This authority is essential for the work we undertake and third parties cannot hold a fundraising event on behalf of the RFDS without our authorisation to do so.

We must be informed about all activities conducted for our benefit to ensure that these activities are consistent with our values. It is also important that we know about your fundraising event so that we can deal with any enquiries that may come from the public.

This is a legal requirement under the *Collections for Charities Act 2001*.

## **2. Your Responsibilities as the Fundraiser**

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The event that you are organising should be conducted in your name and it is your responsibility for managing the event, as the RFDS cannot take a coordination role. It must be made clear that all of the funds being raised will be donated to the RFDS in Tasmania.

### **Using the name of the RFDS:**

When referring to or promoting the RFDS, the organisation must be referred to as the 'Royal Flying Doctor Service' or the 'Flying Doctor'. Please note that the abbreviation 'RFDS' would only be appropriate if the people participating in your event were aware of its meaning.

Suggested wording when referring to the relationship between your event and the RFDS is:

- 'Proudly supporting the Royal Flying Doctor Service'
- 'Funds raised are used to support the Royal Flying Doctor Service, saving lives in rural and regional Australia'
- 'All proceeds will go to the Royal Flying Doctor Service'
- 'This volunteer-run event is raising funds for the Royal Flying Doctor Service'

### **3. Involvement of the RFDS**

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The RFDS is grateful to anyone who takes the time to raise funds for our life-saving work. As a result, we are more than happy to send you promotional materials about the services provided by the RFDS in Tasmania, such as copies of recent newsletters, information pamphlets and other promotional materials. Please contact us at our Launceston Airport base on (03) 6391 0504 for more details.

#### **What the RFDS cannot do:**

While we greatly appreciate your support in organising a fundraising event, we cannot:

- Assist event coordinators in organising their fundraising event
- Issue press releases or organise media coverage for an event
- Assist in the sourcing of prizes or sponsorship
- Give you free merchandise

The financial management, fundraising, record keeping, human resources, marketing, promotion, and sponsorship procurement of your fundraiser are entirely your responsibility.

It is your responsibility to organise the operational logistics required to manage your event and to ensure that it complies with the, *Collections for Charities Act 2001* and any other laws and regulations that are applicable. All expenses associated with conducting a fundraising event are the responsibility of the persons approved by the RFDS to conduct that event. External fundraising activities must be self reliant.

#### **Public Liability Insurance:**

The public liability insurance of the RFDS does not extend to third party fundraisers, and we do not accept any liability for any injury, loss or damage that is suffered as a result of an event held on our behalf. The RFDS will not be liable for negligence for any act or omission on the part of event organisers. The event organisers should make participants aware of any potential risk involved with their event.

This could take the form of signs at the event, or a notice in the event program similar to:

*The Royal Flying Doctor Service and (the organisers of the event) do not accept liability for any injury, loss or damage suffered as a result of the event. On behalf of the Royal Flying Doctor Service and the people we assist, thank you for your support.*

We advise anyone interested in raising funds on our behalf to fully consider Public Liability Insurance before organising their event.

## **4. Media and Promotional Materials**

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### **Use of the RFDS Logo**

All printed and electronic material containing our logo, including media releases, must be forwarded to us for approval prior to being printed or circulated. For usage guidelines and to receive our logo in electronic format, please contact us at our Launceston Airport base on (03) 6391 0504.

### **Publicity**

Your publicity campaign should generate an appropriate level of support for your event, relevant to its size and the demographic audience. All publicity material that refers to the RFDS must be approved by the RFDS Tasmanian Executive Officer before being distributed. All artwork must meet current RFDS branding guidelines.

### **Representing the RFDS**

Please ensure that all organisers of your event understand that they are not employees or agents of the Royal Flying Doctor Service. Event organisers undertake fundraising activities on their own behalf and at their own risk. The insurance of the RFDS does not cover third party fundraising activities and we will not be liable for any injury, damage or loss sustained as a result of any fundraising activity.

RFDS Tasmania reserves the right to assess each application to fundraise on our behalf, and, at times, must decline an application if necessary. We also reserve the right to withdraw the approval of a fundraising activity at any time if it appears that the organisers are not adhering to the terms and conditions outlined in this document.

## 5. Money Matters

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### Questions from the public

Anyone who donates to the Flying Doctor has a right to know how their money will be used. All donations received will be put towards funding aircraft replacement, medical equipment, and our outreach programs in remote areas. If you don't know the answer to a question asked by a member of the public, you can suggest that they contact us at our Launceston Airport base on (03) 6391 0504 and we will assist them with their query.

### Getting your funds to people in Tasmania

You must send all money raised from your event to the RFDS immediately after the completion of your event. You can deposit the funds directly into our bank account (contact us for bank details) or post in a cheque. Please do not send cash to us in the post.

### Your expenses

The *Collections for Charities Act 2001* allows for the deduction of reasonable expenses from any money raised. Further information about this can be found on the Australian Government website:

[www.ato.gov.au/nonprofit/content.asp?doc=/content/56555.htm&page=7&H](http://www.ato.gov.au/nonprofit/content.asp?doc=/content/56555.htm&page=7&H)

### Sponsorship approaches

Sponsorship is a great way to help you in your fundraising efforts. However, with corporate sponsors, it is possible that the RFDS has already made an approach for sponsorship. It is therefore important that you first check with us before making an approach to a corporate sponsor.

### Receipts

The law requires that anyone who donates to your event must be issued with a receipt, even if they do not ask for one. This law does not apply to donations that are made through a collection box or where money is received for goods or services (for example auction prizes, raffles, bake sales etc).

Please note that the receipts you write out have an option for 'Gift' or 'Other'. If a person giving money to RFDS Tasmania is receiving any type of good or service, the receipt **must have** the 'Other' option ticked.

If however, a supporter purchases something from you and also makes an additional donation, a separate receipt with 'Gift' ticked can be given to them **for the donation only**.

If you are unsure about this, please contact us at our Launceston Airport base on (03) 6391 0504.

## 6. Legal Implications

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### Permits and Legislation

You must be careful to abide by all appropriate legislation and to apply for any permits and authorities that may be required. In Tasmania, the areas you must pay particular attention to are:

1. Permits for raffles and lotteries:

Under law, these permits regulate the proportion of money spent on prizes to the amount donated. There are also limits applied to the total value of prizes. Further information about this can be found on the Tasmanian Government website:

<http://www.treasury.tas.gov.au/domino/df/df.nsf/v-liq-and-gaming/748D301C532E4968CA2572F0000119CD>

2. Permits for liquor:

Any fundraising event where liquor is sold requires a function licence from the Licensing Court of Tasmania. There are temporary and permanent licences available. Types of functions that can be approved include dinners, balls, conventions, seminars, sporting events, race meetings, exhibitions, performances, fairs, fetes and carnivals. This licence can only be used for the fundraising event.

### Minors

If you have a child participating in the organisation and running of your event, you will need to get written permission and contact details from the person responsible for them. This permission should be kept with your records.

### Collections on public streets

In addition to the requirements of the *Collections for Charities Act*, you must seek permission from Tasmania Police if you wish to collect for donations on a public street. This type of collecting is regulated to avoid overlap between fundraising days and areas, one year in advance. Applications for allocation of a fundraising day may be made at any time but are usually made in October or November.

For more information, phone Tasmania Police Traffic Liaison Services on (03) 6230 2111.

The law prohibits the use of an open bucket to collect money. Any 'collection device' must be securely constructed, properly sealed, numbered consecutively and clearly labelled with the RFDS branding.

Donations made through a collection device do not require a receipt to be issued. However, if a donor does request a receipt then their donation must be separately accounted for in your records and not placed in the collection device.

If collection devices are given to people, a record must be kept of this person's details, and they need to sign that they have received the device. At the end of the collection period, the device should be opened and the money counted and recorded in the presence of the collector. The collector should again sign to acknowledge the return of the device and funds.

All collection devices must be opened and counted with two people present. If the collection device is reusable, it should be sealed in a way that prevents unauthorised opening before being given to the collector

### **Collecting at traffic lights**

It is against the law to collect donations on public roads, including from motorists waiting at traffic lights. Please do not collect donations in this way.

### **Door knocking**

The fundraising policies of the RFDS do not allow direct solicitation like door knocking or street collectors.

## **7. The RFDS Fundraising Code of Conduct**

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The RFDS adheres to the following Fundraising Code of Conduct:

1. Donors have the right to be informed openly and honestly about the objectives of the RFDS. This includes information about the way donated resources will be used and about the organisations capacity to use donations effectively and for their intended purposes.
2. Donors have the right to be assured that their donations will be used for the purposes for which they were solicited and in accordance with the objectives of the RFDS in Tasmania.
3. Donors have the right to be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law. This includes not divulging donor information or including address details to third parties without the expressed permission of the donor, unless required by law or an enforcement agency to do so.
4. Donors are free to ask questions when making a donation and should receive prompt, truthful and forthright answers.
5. Donors have the right to receive a receipt for any donation over \$2 to enable tax deductions to be claimed for that donation.
6. Donors have the right to receive appropriate acknowledgment and recognition for their support.
7. Donors have the right to be informed of the names, qualifications and occupations of those serving on the organisation's governing board and to expect the board to act in good faith and exercise prudent judgment in its stewardship responsibilities.
8. Donors have the right to be furnished with the audited financial statements of RFDS Tasmania for the last financial year, and for the previous 3 years. This information should be supplied within 30 days of the donor's request.

### **Fundraising Ideas:**

There are so many ways to raise funds that the only real limitation is imagination! Some interesting and fun ideas include:

- Morning teas
- Craft exhibitions
- Musical concerts
- Trivia nights
- Dress down days
- Golf days
- Fetes
- Balls
- Garden parties

## 8. Contacts

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If you require further information, or wish to discuss any of the matters raised in these Fundraising Guidelines, please contact **RFDS Tasmania**.

Phone: (03) 6391 0504  
Fax: (03) 6391 8992  
Email: [enquiries@rfdstas.org.au](mailto:enquiries@rfdstas.org.au)  
Street Address: Building 90, 305 Evandale Road, Western Junction, Tas. 7212  
Postal Address: PO Box 1087, Launceston Tas. 7250  
Web: [www.flyingdoctor.org.au](http://www.flyingdoctor.org.au)

For further information on the rules and regulations governing charitable fundraising and the *Collections for Charities Act 2001*, contact the Tasmanian Liquor and Gaming Branch, representing the Tasmanian Gaming Commission

Phone: (03) 6233 2475  
Fax: (03) 6234 1728  
Email: [gaming@treasury.tas.gov.au](mailto:gaming@treasury.tas.gov.au)  
Street Address: 80 Elizabeth Street Hobart, Tas. 7000  
Postal Address: GPO Box 1374 Hobart, Tas. 7001  
Web: [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

The Department of Consumer Affairs also has information in its publication:

A Guide to the Collections for Charities Act 2001 [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au)

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**9. Application Form**

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Royal Flying Doctor Service

**PROPOSAL TO RAISE FUNDS FOR  
RFDS TASMANIA**

**Contact and Event Details:**

Title of event/function/collection: \_\_\_\_\_

\_\_\_\_\_

Event organiser: \_\_\_\_\_

\_\_\_\_\_

Contact name: Mr/Mrs/Ms/Miss \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Work/Home): \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Venue address: \_\_\_\_\_

\_\_\_\_\_

Proposed date and time of event: \_\_\_\_\_

Brief description of the event (type of event, how you plan to raise funds):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Do you intend to have entertainment? Yes  No

If yes, please provide details:

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Name and phone number of a personal referee (please note that this person cannot live in your household or be a family member):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

What percentage of net profits will RFDS Tasmania receive? \_\_\_\_\_ %

Please state any other beneficiaries from this event (if any): \_\_\_\_\_

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Estimated total donation to RFDS Tasmania: \$ \_\_\_\_\_

When will the funds be sent to the RFDS? Date: \_\_\_\_\_

Would you like promotional material about the Royal Flying Doctor Service? (eg. display material, printed material)? If so, please provide details:

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Have you raised funds for the Royal Flying Doctor Service before: Yes  No

If yes, please provide details: \_\_\_\_\_

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*Please note: The event cannot be used for the financial gain or profit of the event organiser. The event must have the potential for financial success so neither the organiser nor RFDS Tasmania is liable for unpaid expenses. Simple accounts must be kept to account for funds received and expenses. The Tasmanian Liquor and Gaming Branch, representing the Tasmanian Gaming Commission may ask to see these accounts. The Collections for Charities Act 2001 requires that if you state the event is in support of a particular charity, all funds raised (less reasonable expenses) must be donated to that charity.*

## Fundraising Activity Agreement:

I \_\_\_\_\_, on behalf of the organiser(s) of the \_\_\_\_\_ fundraiser have read and fully understand the guidelines that need be to adhered to when implementing the proposed fundraising activities. I also acknowledge the following:

1. I understand that I must comply with all obligations imposed by the *Collections for Charities Act 2001* and/or regulations in relevant states/territories.
2. I understand that RFDS Tasmania has the right to decline my application to raise funds on their behalf.
3. I acknowledge that written approval is needed to use any printed or electronic materials containing the RFDS logo when promoting my fundraising event.
4. I understand and will comply with the Tasmanian *Liquor Licensing Act 1990*, and will enforce responsible consumption of any alcohol during the event.
5. I understand that my event will not be covered by the public liability insurance of the RFDS Tasmania.
6. I will ensure that my event will uphold the good name and reputation of the RFDS in the community.
7. I am clear that it needs to be communicated that the RFDS Tasmania Section Inc is the beneficiary of the fundraising efforts.
8. I acknowledge that the RFDS Tasmania and its staff are not responsible for my fundraising event and will not be liable for anything related to the fundraising efforts.
9. I understand that the RFDS Tasmania will investigate any person who is alleged to be using its name to deceive the public to make personal profit or is using its name in an unauthorised manner.

Name of person representing fundraiser: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of person representing RFDS Tasmania:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return your completed form (and all donations) to:**

**Royal Flying Doctor Service Tasmania  
PO Box 1087  
Launceston Tasmania 7250**