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THROUGH RESEARCH



Physiotherapy
Research
Foundation

Physiotherapy Research Foundation Fundraising Guidelines

The Physiotherapy Research Foundation (PRF)

The Physiotherapy Research Foundation abides by the Collections for Charitable Purposes Act 1939 and is registered with the Australian Charities and Not-For Profits Commission.

In granting a temporary Authority to Fundraise letter, the PRF requests that you adhere to the following fundraising guidelines:

Upon entering into this agreement, the PRF will send you, the Authority to Fundraise letter confirming that the Fundraising activity has been approved.

The fundraising activity must be conducted in the Fundraiser's name, who has sole responsibility. Please note that the PRF cannot commit to take an organisational role, organising publicity (includes writing media releases), or providing goods or services to assist the Fundraiser in the running of the fundraiser activity. The PRF can however provide advice and suggestions in these areas.

We are not able to endorse fundraising which involves:

- Any illegal activities
- Fundraising centred on the consumption or purchase of alcohol and/or tobacco
- Events involving violent or dangerous activities
- Use of the APA/PRF's database of supporters and staff
- Any activity which does not fit with the AAP/PRF's values and ethos

The PRF will use reasonable discretion when determining if an activity is unable to be endorsed based on the above criteria. If you are unclear whether your fundraising activity involves any of restrictions as they are described above, please contact our friendly team and we will be pleased to discuss the options with you.

The PRF can only provide approval to fundraise on our behalf when:

- We have received a written Fundraising Application Form
- We are satisfied that the activity will produce a reasonable return to the cause after expenses have been deducted
- We are satisfied that the fundraiser fit in with the philosophies and policies of the PRF
- The activity is not high risk to you, others, or any organisation.



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Use of name and logo

Please remember that the fundraising activity will not be organised by the PRF, but an activity to raise donations for the PRF. When promoting, the following wording should be used, 'Funds raised benefiting the PRF' or 'Proudly supporting the PRF'.

Any documents/promotional material used by the Fundraiser in relation to the fundraising activity must be in accordance with the APA/PRF style guide, which details the use of our logo and name. If utilising the established promotional tools located on the My Cause website, no prior artwork approval is required. If new artwork or promotional tools are generated, a PRF representative must approve all artwork used to promote the activity.

We ask for a reasonable level of liaison and information about the fundraising activity. We would request that you provide us with copies of any advertising, editorials and photographs, so we can keep a complete record of the activity and promote your generous efforts to others in the community (not prior to seeking your permission).

The fundraising activity must meet the requirements of State laws and regulations. Please refer to local government websites for more information. It is the responsibility of the Fundraiser to ensure these regulations have been met. The PRF will not take responsibility for any fines or penalties incurred by the Fundraiser. Please note:

It is the responsibility of the Fundraiser to arrange their insurance cover (public liability/ workers compensation insurance etc) and to note the fundraising activity onto the policy.

Licenses and permission should be obtained from the relevant authorities. (eg. local council approvals).

Finance and receipting

The financial aspects, fundraising, record keeping and management of the fundraiser/event are entirely the responsibility of the Fundraiser and the Fundraiser must comply with the obligations imposed on it by the Collections for Charitable Purposes Act.

Individual receipts for tax deductions for attendee/supporters of the fundraising activity will only be issued by the PRF if a general donation of \$2.00 or more is made to a the PRF charity by that attendee/supporter. The Fundraiser must keep a register of all attendees/supporters who request a receipt. This register must be in a written format with details such as date, name, address, email and donated amount. Please note, the MyCause website automatically generates a receipt for each donation acquired.

The PRF must be made aware of major expenses (any costs exceeding \$5000) prior to the fundraiser/event. The fundraiser/event must have the potential for financial success so the Fundraiser is not liable for unpaid expenses. The PRF will not be responsible for expenses incurred by you.

Identification Badges

The PRF encourages all people who are involved in fundraising on behalf of the PRF to wear an identification badge. The Fundraiser is responsible for all ID badges and placing the people's name and signature on them.

Disclaimer

The PRF reserves its right to withdraw its approval for the fundraiser at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

