

FUNDRAISING GUIDELINES

Thank you for choosing ACON as the beneficiary for your fundraising activity or event. This document contains guidelines that will assist you with the requirements around fundraising for ACON.

Authority to Fundraise

Before you can commence fundraising, you must obtain a Letter of Authority to Fundraise from ACON, which is required by law for any person wanting to conduct a fundraising activity or event. Your Letter of Authority to Fundraise for ACON will state the time period you are authorised to fundraise. ACON reserves the right to withdraw this authorisation at any time by notice to you.

Responsibility

The event/activity is the sole responsibility of the Fundraiser. Due to limited resources ACON can provide only very minimal assistance and are unable to undertake tasks relating to the organisation or delivery of your fundraising activity. It is the responsibility of the Fundraiser to comply with relevant guidelines, regulations and to have relevant permits required for the event or activity.

ACON Branding

As a community fundraiser, your activity is not an ACON event but rather an event raising funds to benefit ACON. As such, you may be able to use a Proudly Supporting ACON logo. Wording for use in promotion or publicity to be approved by ACON prior to release.

Please note that the law states that any advertising material related to fundraising events must state your name clearly, not be likely to cause offence to any person and not be misleading.

All printed materials using the logo must be approved by ACON prior to going to print. All media releases must be approved by ACON prior to release.

Record Keeping

Financial management and record keeping is the responsibility of the fundraiser and must comply with the Charitable Fundraising Act and Regulations (available at www.olg.nsw.gov.au, the website of the Office of Liquor, Gaming and Racing). ACON cannot pay your expenses but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. ACON requires you keep expenses to no more than 40% of funds raised.

Receipts

Receipts can be issued by ACON for all donations of \$2 and over. A receipt register will be provided upon request for this purpose. Receipts will be issued by ACON within 4 weeks of the register being processed. Receipt will be issued by email unless otherwise requested.

Banking

The best way to bank funds you've raised is via your fundraising page on www.redribbonappeal.org.au. You can use your credit card to pay online or you can deposit funds via direct transfer into our account. Please be sure to include your Event #. We recommend banking the funds you received no later than 30 days after your fundraising activity is finished.

Upholding ACON's standards

ACON's purpose is to create opportunities for people in our communities to live their healthiest lives. Our vision is we strive to be a global leader in community health, inclusion and HIV responses for people of diverse sexualities and genders. As such, when designing your fundraiser, it is important to ensure your activity or event aligns with our values and ethos.

Limitation of Liability

To the maximum extent permitted by law:

- All conditions, warranties, guarantees, rights, remedies, liabilities or other terms implied or conferred by statute, custom, or the general law that impose an liability or obligation on ACON are excluded (including consumer guarantees to the extent such exclusions are permitted under law)
- ACON will not be liable to you or to any other person in contract, tort (including negligence) or otherwise for an loss, damage, cost or expense of any kind (including direct, indirect or consequential losses, damages, costs and expenses) suffered or incurred by you or any other person in connection with your fundraising activity or event.

Insurance

ACON will not obtain any insurance coverage for your fundraising activity. You are responsible for obtaining your own insurance coverage as you consider appropriate for your fundraising activity or event.

For more information

If you have any queries about your fundraising event, please contact the ACON Fundraising Team on (02) 9206 2000 or via email at fundraising@acon.org.au.