

Fundraising for the benefit of the Autism Association of Western Australia.

Thank you for helping to raise funds for the Autism Association of Western Australia we really appreciate it. Before you start, you will need to review these guidelines to ensure your upcoming fundraising event will be in accordance with the Autism Association of Western Australia's guidelines, and will comply with Australian laws and regulations. A fundraiser refers to an individual or organisation holding a fundraising activity on *behalf* of the Autism Association of Western Australia.

1. Authority to Fundraise

The Autism Association of Western Australia is legally required to approve and authorise all volunteer fundraising activities. Once your event is approved, the Association will provide you with an 'Authority to Fundraise' letter. The receipt and authorisation for the fundraiser must be granted before any fundraising takes place, and will only be issued based on the following considerations:

- The completed and signed [application form](#) has been received.
- All risks associated with the fundraising event have been seriously considered.
- That the activity is in accordance with the [Autism Association of Western Australia's aim and values](#).

2. Responsibility

The fundraiser must only be held in the name of the person granted authorisation, and that person will ensure sole responsibility for the activity. The fundraiser, not the Autism Association of Western Australia, will be responsible for the full coordination and management of the event. Roles may include, but are not limited to, organising event publicity, soliciting prizes and providing goods and services.

Third party fundraisers are not covered by the Autism Association of Western Australia's insurance and fundraisers are required to seek their own Public Liability Insurance.

Depending on the magnitude of your event, please consider informing all relevant stakeholders, including the police, St John's Ambulance and your local council.

3. Name and logo usage

Any usage of the Autism Association of Western Australia's name or logo *must* be approved by the Association. Guidelines on how to use the logo appropriately are available on request and following approval of the event.

Under no circumstances are organisers permitted to manufacture, sell or licence any goods bearing to name or logo of the association. The Autism Association of Western Australia's official merchandise is readily available for sale by fundraisers.

Please contact the Head Office for further details.

4. Media and promotional materials

All material issued to the media regarding the fundraising event must be approved by the Autism Association prior to release. Drafts should be sent to the Association for approval within a reasonable timeframe. Please allow 10 working days for approval.

The fundraiser is not in any way authorised to speak as a representative on behalf of the Association. They must address their role as only raising money in aid of the Association.

- All communications must clearly state the amount, or per cent, of funds raised that will be donated to the Association.
- All communications must refer to the Association as the 'Autism Association of Western Australia'.

5. Autism Association website

Upon approval, we can include your event details on the Autism Association of Western Australia's website for promotion and further fundraising potential. IF you choose to sign up with online fundraising website Everyday Hero (<https://nfp.everydayhero.com/au/autism-association-of-wa>) supporters are able to donate to the organisation via your fundraising page.

Please ensure you provide The Autism Association of Western Australia with as much information as possible regarding your event as to ensure upmost participation and full fundraising potential.

6. Financial Aspects of the Event

As the fundraiser you are responsible for all financial aspects of the activity, including, but not limited to, record keeping, management of funds, issuing receipts and depositing funds in to The Autism Association of Western Australia's bank account. You must comply with the *Charitable Fundraising Act* and regulations of Western Australian law. The obligations can be found at; <http://www.commerce.wa.gov.au/consumer-protection/charities-code-practice>

The Autism Association of Western Australia reserves the right to terminate support for the fundraising activity if it fails to meet the conditions of the *Charitable Fundraising Act*.

The Autism Association of Western Australia wishes you every success in your fundraising endeavours. Thank you for your continued support and commitment to helping people with Autism and their families.

For further information and support please visit our website www.autism.org.au or call (08) 9489 8900 or for regional free call 1800 636 427