



# Bowel Group for Kids (BGK)

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## FUNDRAISING GUIDELINES:

The Bowel Group for Kids (BGK) relies entirely upon donations and the support of hard working and enthusiastic fundraisers across the country to continue our work. We are very grateful for their support.

Please find below a listing of the general guidelines for any individual or organisation wishing to fundraise on behalf of the Bowel Group for Kids:

1. Any person or organisation fundraising on behalf of the BGK must have an 'Authority to Fundraise' and the fundraiser/event must meet requirements of relevant State and Territory laws (incl. State and Territory Fundraising Legislation, Charitable Fundraising Act 1991, and the Regulations thereunder).
2. All Fundraisers are required to complete the BGK's simple online 'Fundraising Proposal Form', the information from which is used to create an 'Authority to Fundraise' document/letter.
3. Please remember that all fundraisers/events will not be a fundraising event for which the BGK is responsible, but a fundraising event to raise funds for donation to the BGK.
4. The fundraiser/event shall be conducted in the Fundraiser's name and is the sole responsibility of the Fundraiser. The BGK is not able to take a coordination role in all these activities and does not become involved in soliciting prizes, organising publicity/media, providing goods or services to assist in the running of the event. Advice and guidance is available from the BGK and, if requested, a representative may be available to speak.
5. The BGK may grant permission to use the BGK logo on promotional material. If the Fundraiser wishes to refer to or promote the BGK, it must refer to the BGK as 'Bowel Group for Kids'. Suggested wording 'proudly supporting the Bowel Group for Kids.' Any material sent out by the Fundraiser which carries the BGK logo must have prior approval from the BGK Executive Committee.



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6. The financial aspects, fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Fundraiser. The Fundraiser must comply with the Charitable Fundraising Act and Regulations. The BGK will provide Fundraisers with an Income and Expenditure sheet to capture these details, along with information on the different methods for sending donations through to the charity.
7. All costs associated with the appeal, event or activity are to be met by the Fundraiser. The BGK does not pay expenses incurred by you, necessary expenses must be discussed with the BGK Executive Committee prior to the event and properly documented on the expenses form we will provide you with, if approved, these small expenses will be reimbursed following the event.
8. The BGK does not provide insurance cover for any Fundraiser. The fundraising event will only be authorised when confirmation of insurance cover is provided, if relevant to the fundraiser/event.
9. Fundraisers may wish to set up an online fundraising page for their event/activity through the online fundraising website, Everyday Hero, this is our preferred method of fundraising an event which automatically sends receipts for donations.
10. The BGK can provide tax-deductible receipts for people donating money of \$2 or more at approved fundraisers/events. The BGK will provide you with a donation spreadsheet that you can use to record name, address and donation amount details for these receipts.
11. In issuing an 'Authority to Fundraise', the BGK requires that there be no door to door solicitation of funds, street collections or telemarketing of any kind to the public.