

## Community Fundraising Guide


Thank you for your interest in raising raise funds for TSA (Tuberosus Sclerosis Australia). Your support will help individuals and families all around Australia who are given the devastating diagnosis of TSC (Tuberosus Sclerosis Complex).

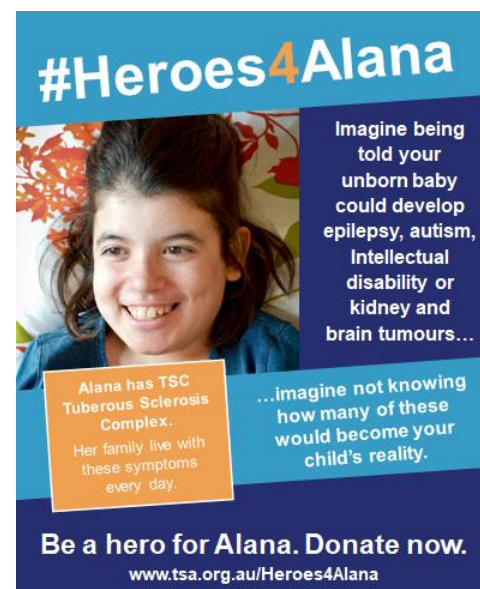
TSC affects more than 2,500 individuals in Australia and thousands more carers, families and friends who live with the impact of the disease. TSC tumours can grow in any organ of the body, commonly affecting the brain, skin, heart, lungs and kidneys. TSC frequently causes epilepsy, developmental delay and autism. There is no known cure for TSC.

Before you start fundraising, please review these guidelines to make sure your event is not only successful and fun, but that it is also legal and safe.

### How TSA can support your fundraising

Here's a list of ways we can help you raise funds to support our work:

- Develop posters about TSC and TSA, like our #Heroes4Alana 
- Design a tailored donation webpage for you to share on social media and inspire people to give or you can set one up yourself at [mycause](https://mycause.org.au)
- Provide videos on TSC and TSA to share with your guests or on social media
- Supply printed brochures and posters about TSC and TSA
- Issue an Authorisation to Fundraise granting permission to use our name/logo to raise funds
- Prepare an endorsement letter you can use to solicit donations and goods for raffles and auctions
- Provide our logo for use on your promotional materials (we request the opportunity to approve anything with our logo)
- A press release for distribution to selected media channels such as local papers and radio stations
- Promotion of your fundraising event via TSA's Social Media or enewsletters
- Provide a TSA representative to attend and speak at your event
- Thank all your major donors and contributors
- Provide TSC hero T-shirts for selected volunteers to wear at the event
- Our advice and expertise – please call us with any questions and we will guide you as best we can. We're happy to discuss your fundraising needs and talk about other ways we can help and support you.



### We give you authority to fundraise

TSA is legally required to approve and authorise all fundraising activities. If you are not using [MyCause](https://mycause.org.au) you need to:

1. Fill out the [Community Fundraising Registration Form](#)
2. Send us a copy of your driver's license, passport or other identity document if we don't already know you.

We will then review your planned activity and issue you with an Authority to Fundraise once approved. Here are some examples of activities for which we may not provide approval or support:

- Events that are high risk;
- Events that do not fit with the values or integrity of TSA;
- Events that involve gaming or lotteries, because there are separate rules governing these activities;
- Doorknocking, because in most parts of Australia special permits are required.

**You, as the fundraiser, are solely responsible for your activity. This includes management of the event, finances, prizes and publicity.**

## Commitment required from community fundraisers

TSA request that you as the fundraiser kindly take responsibility for:

- Organising and executing the event
- Selling the tickets to your event
- Soliciting prizes and goods in kind for auctions and raffles
- Designing specific promotional material
- Collecting funds and settling expenses
- Seeking TSA's approval for any promotional material using our name or logo
- Working with TSA if you are seeking the support of any corporate sponsors where these relationships could have the potential to be a long-term asset to TSA.

## Promoting your event

We'd like to help you explain TSC and the work of TSA to your supporters and donors. We can help to draft materials you may need such as media releases. Please discuss this with one of the TSA team.

## Money matters

**If your fundraising event incurs expenses** and only the net proceeds will be given to TSA, please discuss this with us.

The following guidelines apply:

- In most cases, TSA cannot pay directly for your expenses. You can deduct your expenses from the funds you collect
- You must submit a budget to TSA along with your **Community Fundraising Application Form**. Unless otherwise agreed with TSA, you must achieve a net profit of 70% of all funds raised at any event to be compliant with fundraising regulations.
- You must keep accurate financial records including an explanation of all expenses associated with your event.
- You must document both the income and expenses on the **Community Fundraising Completion form** within 14 days of your fundraising event
- **If your fundraising involves donating a fixed percentage of the sale of goods or services**, you can provide TSA with a regular statement of the amount of money collected from sales and the amount being donated to TSA. This money can be directly transferred into the TSA bank account or a cheque can be sent to TSA.

**To provide a tax deductible receipt to your donors**, you will need to do one of the following:

- Create an online fundraising platform to collect donations. These websites can email a receipt directly to the donor. The one that TSA is registered with is mycause (<https://mycause.com.au/charity/379/TuberosusSclerosisAustralia>)
- You can ask your donor to donate via the TSA website (<https://tsa.org.au>). Our website will email a receipt directly to them. Or alternatively we can create a tailored donation page for our on TSA's website.
- Fill out their details on a **Donor List** and collect the donation from them in cash or a cheque. We can either email or mail a receipt to them.

## Public Liability Insurance

If you are holding an event, it is important to ensure there is public liability insurance in place. TSA has a policy that may be used in some circumstances. Please discuss any events that you may be holding or participating in with one of the TSA volunteers to ensure there is adequate insurance in place.

Please contact TSA's Fundraising Manager Kate Garrard on 0434 391 430 or [kate.garrard@tsa.org.au](mailto:kate.garrard@tsa.org.au).