



countryhope

# Country Hope Trust

*To give relief  
when it matters most*

NSW  
VIC  
ABN

CFN 17801  
FR0016602  
93 187 189 789

## FUNDRAISING GUIDELINES

Country Hope abides by the Charitable Fundraising ACT 1991 (NSW), Charitable Fundraising Regulation 2021 (NSW), Fundraising ACT 1998 (VIC) and Fundraising Regulations 2009 (VIC) and we request that you also abide by these acts and regulations.

To assist you, the following guidelines explain the requirements around fundraising for Country Hope, in particular handling donations/money and planning an event. Once registered you will be provided with a **Sanction to Fundraise**, which is required by law for any person wanting to conduct fundraising. Your sanction is valid for a set period and event and Country Hope reserves the right to withdraw this Sanction at any time by notice to you.

---

### Generating Donations and Income

#### *Telemarketing*

We consider telemarketing (requesting money over the phone) and/or door-to-door solicitation to be an invasion of privacy and both are expressly forbidden

#### *Collection Tins*

Collection devices are widely used for fundraising purposes. Examples include:

- boxes or buckets held by participants,
- boxes or buckets placed in shops or businesses,
- boxes selling sweets/confectionery and food products, or
- canisters placed on shop counters selling sweets/confectionery and food products.

The standard conditions attached to all authorities' state that proper supervision, security, and control must be exercised over the use and clearance of collection boxes or devices. Authority holders must establish appropriate procedures and internal controls to be issued to all participants using collection boxes, which must also be incorporated into written agreements with traders.

Collection boxes for monetary donations must be:

- securely constructed,
- properly sealed to prevent unauthorised opening,
- uniquely numbered, and
- clearly labelled with the name of the authorised fundraiser.

If you are considering using collection tins and buckets, contact us as we can help you source or provide adequate buckets.

#### *Raffles*

Raffles (referred to as a lottery in NSW) may be conducted. Country Hope will supply you with pre-printed Raffle books for any raffle. However, if a large lottery or art union (prize pool greater than \$5,000 in VIC or \$30,000 in NSW) is to be considered, please call us as a special permit will need to be sought.

**Please note** that all raffle books (used and unused) will need to be returned to Country Hope after your event to meet legal requirements.

**FREE CALL 1800 007 880**

**[www.countryhope.com.au](http://www.countryhope.com.au)**



countryhope

# Country Hope Trust

*To give relief  
when it matters most*

NSW  
VIC  
ABN

CFN 17801  
FR0016602  
93 187 189 789

Refer to the **NSW Community Gaming – Lotteries** fact sheet, the **Victorian Gaming Information Sheet**, and the **Victorian Raffle frequently asked questions (FAQs)** for information about running a raffle.

## **Businesses Selling Goods**

If a company or business wishes to raise funds through the marketing and selling of any product, a special *Trader's Agreement* must be drawn up by Country Hope. Contact us if you are considering this option.

---

## **Banking and Financial**

### **Fees and Debts**

No debts may be incurred in the name of Country Hope. If booking fees etc., are needed prior to the fundraising event, please contact us.

### **Banking**

For your protection, you should avoid depositing Country Hope funds into someone's private bank account, unless it is for the express purpose of adding funds to your online fundraising page. In all other circumstances please deposit into our account at the conclusion of the fundraising.

Beyond Bank  
Country Hope Trust  
BSB: 325 185  
ACC NO: 038 490 53

Include the name of your fundraising event in the reference section. Please return your reconciliation sheet to Country Hope (not necessary for the Riverina Redneck Rally). For some events alternative arrangements may be made with Country Hope prior to the commencement of fundraising. In alternative cases a full budget may be required.

### **Tax Deductible Receipts**

When donations are made via your online fundraising page Country Hope automatically issues them with an official tax-deductible receipt.

If you will be conducting events where people will likely be making cash donations and will want to receive a tax-deductible receipt, you will need to collect the donors' details using the **Receipt Summary Form**. Contact Country Hope for a copy of this form.

#### **What is tax-deductible?**

- Donations over \$2.00 from an individual or organisation

#### **What is not tax-deductible?**

- Collections (e.g. a tin full of change from multiple people)
- Raffle Ticket sales
- Purchasing goods or services
- Auction Items



countryhope

# Country Hope Trust

*To give relief  
when it matters most*

NSW  
VIC  
ABN

CFN 17801  
FR0016602  
93 187 189 789

Country Hope cannot issue receipts until the funds have been deposited into the Country Hope bank account. By law, we are not permitted to give tax deductible receipts to any donor who receives goods in kind, which includes dinners.

## **Expenses and Record Keeping**

We recommend that you keep records of all your costs and income for your fundraising event or activity. Country Hope cannot pay any costs, but you can deduct necessary costs from the income generated, provided they are adequately documented. Get in contact with us if you need help with this.

### **Examples of necessary/reasonable costs:**

- Meat, Bread, Sauce for a BBQ
- Venue hire
- Printing answer sheets for a trivia night
- Ingredients, sale boxes and serviettes for a bake sale
- Paint and arts supplies for a craft day

### **Examples of unnecessary/unreasonable costs**

- Expensive Gourmet Sausages and Steak for a BBQ
- Online music or television streaming service membership (e.g., Spotify)
- Alcoholic Bar Tab for Volunteers at an event
- Matching outfits for volunteers

## **Profit Margin**

You should aim to have a cost to income ratio of 1/4. For example, if your event costs \$2,000 to run, you should generate at least \$8,000 in gross income, leaving a net profit (donation) of \$6,000. If it looks like you will not hit this mark you may need to look at reducing costs (by seeking cheaper options or having items donated) or ways to increase income (like selling more raffle tickets).

You must ensure that costs do not exceed 40% of gross income or such lower percentage as required by law.

---

## **Promoting Your Event**

### **Using “Country Hope”**

- All use of the name “Country Hope” and the logo must be approved in writing by Country Hope.
- All format and text of any written or printed advertisement must be approved by Country Hope.
- All Correspondence written to any business or corporation requesting assistance must be approved by Country Hope.

### **Press Releases**

All press releases must be approved by Country Hope before publication.

In preparing any press releases, speeches or similar, the words “life-threatening” are to be used, rather than “fatal” or “terminal”.

Country Hope reserves the right to withdraw its approval for the activity/event at any time if it appears that the Fundraiser is failing to adhere to any of the above terms and conditions.



countryhope

# Country Hope Trust

*To give relief  
when it matters most*

NSW  
VIC  
ABN

CFN 17801  
FR0016602  
93 187 189 789

## 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 any liability or obligation on Country Hope are excluded (including consumer guarantees to the extent such exclusions are permitted under law)
- Country Hope will not be liable to you or to any other person in contract, tort (including negligence) or otherwise for any 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 event or activity

### *Insurance*

Country Hope will not obtain any insurance for fundraising events that Country Hope is not specifically organising and running. You are responsible for obtaining your own insurance coverage for your fundraising events or activities as you consider appropriate.