

# SYDNEY DOGS AND CATS HOME

 **PO BOX 4105, KOGARAH BAY NSW 2217**  
 **02 9587 9611**

 **SYDNEYDOGSANDCATSHOME.ORG**  
 **INFO@SYDNEYDOGSANDCATSHOME.ORG**

 **@SYDNEYDOGSNCATS**  
 **SYDNEYDOGSANDCATSHOME**

ABN: 16 943 464 585  
CFN: 16738

## Community Fundraising Guidelines

Thank you for your interest in supporting Sydney Dogs and Cats Home Inc. Funds raised will enable us to prevent the unnecessary euthanasia of healthy, loving, domestic pets young or old or with special needs, by rehoming them and giving them a second chance of life, and to provide meaningful experiences for at-risk members of our community.

Sydney Dogs and Cats Home has established guidelines to ensure that your activity complies with regulations and upholds Sydney Dogs and Cats Home principles:

1. The fundraising event/activity shall be conducted in the authorised Fundraiser's name and is the sole responsibility of the fundraiser. Sydney Dogs and Cats Home can offer some assistance, within what is considered to be reasonable grounds and depending on availability of resources. However, Sydney Dogs and Cats Home is not able to take a coordination role in these activities and its staff or volunteers cannot assist in soliciting prizes, organising media relations, sole publicity, or providing goods or services to assist the Fundraiser (you) in the running of the fundraiser/event.
2. The Sydney Dogs and Cats Home is unable to provide public liability insurance cover to Community Fundraising events/activities.
3. The event/fundraiser must meet the requirements of relevant laws and regulations. (Refer Best Practice Guidelines) - [www.olgr.nsw.gov.au/charitable\\_best\\_pract.asp](http://www.olgr.nsw.gov.au/charitable_best_pract.asp)
4. If the Fundraiser wishes to utilise Sydney Dogs and Cats Home name and/or logo on any materials or products, the Fundraiser must obtain prior permission from Sydney Dogs and Cats Home. All printed material, including media releases, must be forwarded to Sydney Dogs and Cats Home for approval prior to being printed or circulated.
5. If the Fundraiser wishes to refer to or promote Sydney Dogs and Cats Home Inc, they must refer to the organisation as "Sydney Dogs and Cats Home." The Fundraiser has no right to the name "Sydney Dogs and Cats Home", nor is the Fundraiser given the right to raise funds in that name.
6. Please remember that your fundraising event/activity will not be a Sydney Dogs and Cats Home's fundraising event. It will be a fundraiser to raise funds for Sydney Dogs and Cats Home. A suggested format to promote your activity is "Funds raised will support Sydney Dogs and Cats Home....."
7. The financial aspects, fundraising, raffles, record keeping and management of the event/activity are entirely the responsibility of the Fundraiser.

The general obligations of the Fundraiser are to:

- Provide Sydney Dogs and Cats Home with an estimate of the income and expenditure associated with your event.
- Keep accurate financial records.
- Return funds raised and details of your actual income and expenditure to Sydney Dogs and Cats Home within **14 days** of the fundraising activity.

# WOOF. MEOW.



# SYDNEY DOGS AND CATS HOME



PO BOX 4105, KOGARAH BAY NSW 2217



SYDNEYDOGSANDCATSHOME.ORG

INFO@SYDNEYDOGSANDCATSHOME.ORG



@SYDNEYDOGSNCATS



SYDNEYDOGSANDCATSHOME

ABN: 16 943 464 585

CFN: 16738



02 9587 9611

**NB:** Basic tips for record keeping – a simple way to keep track of the financial details of your event is to keep a folder with a number of plastic sleeves. Use individual sleeves to keep receipts, bank deposit stubs, cheques donated, donor pledge/tally sheets and receipts.

8. Sydney Dogs and Cats home cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented.

**NB:** Total expenses must be less than 40% of Gross income.

9. Sydney Dogs and Cats Home will issue official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of \$2 or more. The Fundraiser must keep a register of all supporters eligible for tax-deductible receipts and send back to Sydney Dogs and Cats Home. If required, Sydney Dogs and Cats Home can issue you with a receipt register to record all people requesting a receipt. Individual receipts will be distributed by Sydney Dogs and Cats Home.

10. Sydney Dogs and Cats Home do not issue receipt books to the Fundraiser to issue receipts; however it is important that you familiarise yourself with the official guidelines for issuing receipts, so you provide the correct information to people supporting your fundraiser. You need to understand:

- When a receipt can be issued, and to whom.
- **The following are not tax-deductible:**
  - Ticket purchases (eg. Raffle), entry to an event, donations of goods or services, auction purchases. That is, anything where the person gets something in return for giving is not tax deductible.
- Tax deductible receipts can only be issued in return for a straight donation, that is, when the donor receives nothing in return. The Fundraiser can supply the donation link from the website for supporters to receive a receipt from Sydney Dogs and Cats Home or provide the supporters name and address details for receipts to be supplied by Sydney Dogs and Cats Home after the event.

## **Donation Box Collectors (Please read).**

11. Sydney Dogs and Cats Home request that donation collectors/Fundraisers are to ensure the box issued by Sydney Dogs and Cats Home is secure at all times and out of site during close of business.

12. To reduce the risk of theft Sydney Dogs and Cats Home ask collectors/Fundraisers to deposit or EFT donations received to Sydney Dogs and Cats Home nominated bank account on a regular basis. The Box number allocated is to be put as the reference code to ensure correct receipting can occur.

If you have any queries about your application, please contact Sydney Dogs and Cats Home on 02 9587 9611 and ask for the Fundraising & Marketing Manager or email [fundraising@sydneydogsandcatshome.org](mailto:fundraising@sydneydogsandcatshome.org)

# WOOF. MEOW.



# SYDNEY DOGS AND CATS HOME



PO BOX 4105, KOGARAH BAY NSW 2217

02 9587 9611



SYDNEYDOGSANDCATSHOME.ORG

INFO@SYDNEYDOGSANDCATSHOME.ORG



@SYDNEYDOGSNCATS



SYDNEYDOGSANDCATSHOME

ABN: 16 943 464 585

CFN: 16738

## Application to Raise Funds

Please complete this form and return it to receive your Letter to Authority to Fundraise.

Email: [fundraising@sydneydogsandcatshome.org](mailto:fundraising@sydneydogsandcatshome.org)

MAIL: PO Box 4105 Kogarah Bay NSW 2271 or FAX: 9588 9569

### CONTACT DETAILS

Name:

Organisation:

Address:

Suburb:

State:

Postcode:

Phone:

Mobile:

Fax:

Email:

### EVENT DETAILS (IF APPLICABLE)

Title of fundraising activity/event:

Description of event:

Date of event:

Venue:

Estimated Number of Participants:

How will funds be raised? Eg. Raffle, sponsorship, collecting donations:

How much do you think your event/activity will raise?

Please provide information on how the proceeds will be allocated to Sydney Dogs and Cats Home Inc. Eg. 100% to Sydney Dogs and Cats Home/Income less costs/Income split with another charity/Other:

Anticipated Funds payable to Sydney Dogs and Cats Home:

**All funds are to be returned within 14 days of holding your event.**

### DONATION BOXES (FOR COLLECTORS ONLY)

Where will the box be securely placed:

Date of placement:

Address:

Collectors are asked to deposit or transfer donations on a regular basis into Sydney Dogs and Cats Home nominated bank account, will this be possible? Yes ☐ No ☐

Will you be able to deposit:

Weekly ☐ Monthly ☐ Bi-monthly ☐

Have you previously raised funds for Sydney Dogs and Cats Home? Yes ☐ No ☐

If Yes, how?

# WOOF. MEOW.



# SYDNEY DOGS AND CATS HOME



PO BOX 4105, KOGARAH BAY NSW 2217

02 9587 9611



SYDNEYDOGSANDCATSHOME.ORG

INFO@SYDNEYDOGSANDCATSHOME.ORG



@SYDNEYDOGSNCATS



SYDNEYDOGSANDCATSHOME

ABN: 16 943 464 585

CFN: 16738

What support/assistance do you require from Sydney Dogs and Cats Home?

Please take a minute to tell us why you have chosen Sydney Dogs and Cats Home as your nominated charity:

## PLEASE CONFIRM THE FOLLOWING BY TICKING THE APPROPRIATE BOX

I have read Sydney Dogs and Cats Home's Community Fundraising Guidelines and agree to abide by them

Yes

☐

No

☐

I/We agree not to use Sydney Dogs and Cats Home's logo without the appropriate authority

Yes

☐

No

☐

I/We agree not to be involved in any illegal activity, violence, aggression or undue risk taking

Yes

☐

No

☐

Do you have a Public Liability Insurance? (If yes, please attach copy)

Yes

☐

No

☐

I/We indemnify Sydney Dogs and Cats Home from liability incurred by Sydney Dogs and Cats Home as a result of a claim arising out of an incident in relation to an activity conducted by me/us

Yes

☐

No

☐

I/We agree to contact Sydney Dogs and Cats Home before approaching Organisations for financial sponsorship

Yes

☐

No

☐

I understand my obligations with regards to holding my event in accordance with those terms and conditions of Sydney Dogs and Cats Home's Community Fundraising Guidelines.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you are under 18 years of age, please have your parent/guardian/teacher sign on your behalf**

Name of nominated supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**DISCLAIMER:** Please note, that to meet our ethical standards and gain our approval, your event cannot be used for your own direct commercial gain or profit. Sydney Dogs and Cats Home reserves its right to withdraw its approval for any fundraising event/activity at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the terms and conditions.

**Thank you for raising funds for Sydney Dogs and Cats Home you are helping give lost and abandoned dogs and cats a second chance of life. Thank you!**

# WOOF. MEOW.

