



Fundraising Guidelines

Thank you for your interest in wanting to fundraise for PCYC in Queensland and choosing to support Queensland's young people.

PCYC is a highly regarded charity within Queensland and the following guidelines are designed to help fundraisers understand their obligations to PCYC as a volunteer fundraiser.

Approval of Fundraising events and activities

In order to fundraise for PCYC you must complete a Fundraising Registration Form and receive an authority to fundraise letter from the PCYC State Office.

Fundraising events and activities will be assessed and approved on the following;

- PCYC Fundraising Registration Form has been received
- The activities or event fit with the aims and mission of PCYC
- The level of risk involved

PCYC have the right to say NO and not approve any fundraising event or activity that it does not agree with.

Authority to Fundraise for PCYC

As a PCYC fundraiser whether corporate or community you must receive a letter of authority confirming that you can fundraise for PCYC. Without this letter you must not start any fundraising activities. This letter will be given once your fundraising registration form has been received and assessed. Please allow 3-5 working days to receive confirmation.

With your confirmation to fundraise you will also be sent the items mentioned below to help with your fundraising;

- The PCYC logo
- A generic media release template
- A Fact Sheet on PCYC
- A PCYC case for support document

Who can fundraise for PCYC?

Anyone can fundraise whether it is a school, individual, sporting group, club or business. All that is required to be considered for fundraising with PCYC is the completion of the Fundraising Registration Form.

Upholding the PCYC's standards

PCYC has a very good reputation in the community and would like to keep it that way. We therefore ask you to follow the below standards when fundraising for PCYC.

- Events involving alcohol should only be conducted for people over the age of 18.
- PCYC supports a responsible service of alcohol policy at all fundraising events.
- Appropriate sponsorship standards should always be considered when conducting fundraising on behalf of PCYC.
- The PCYC logo should never be linked to an event or fundraising campaign which might bring the good name of PCYC into disrepute.
- All fundraising events or activities involving under 18's must have a drug and alcohol free policy.
- NO telemarketing – PCYC have an approved company that does six major art union raffles a year, the Business Supporters Club and a Children's Circus and Movie Show
- NO major door knocking appeals unless preapproved

Fundraising the Law and You

As a Fundraiser it is your responsibility to abide by any regulations or legislation. Fundraising regulations and legislations vary in every state. To make sure you are aware of your rights and obligations information is available from the Office of Liquor Gaming & Racing (OLGR) website at www.olgr.qld.gov.au or by phoning (07) 3872 0999 or emailing info@olgr.qld.gov.au.

Alternatively there may be requirements under the Collections Act and Regulations relevant to your fundraising event or appeal, in which case you should contact the Queensland Office of Fair Trading on 131304, or visit their website www.fairtrading.qld.gov.au or email BrisbaneOFT@deedi.qld.gov.au for more information.

PCYC Logo and name

As you are fundraising on behalf of PCYC and not holding an official PCYC event ie PCYC Golf Day, we recommend the following words be used on your advertising and marketing material;

- XXXX supporting PCYC
- XXXX supporting PCYC and its Youth Programs
- All profits raised will go towards PCYC and its support of youth programs
- All proceeds will be donated to PCYC
- XXXX supporting PCYC and its annual Life Cycle Challenge

All approved fundraising activities and events will receive a PCYC logo for use. It is important if used on any marketing material that you get approval from the PCYC State Office before it goes public. We will endeavour to respond to your approval of logo use within 48hours or two working days.

Public Liability Insurance

All PCYC fundraisers who have completed the Fundraising Registration Form and received approval to fundraise for PCYC will be covered under the PCYC Public Liability Insurance. If you require a copy of the insurance contact the PCYC State Office.

Issuing a PCYC receipt

All donations of \$2 or more are tax deductible. A donation is a gift of money where the recipient does not receive anything in return ie a donation is not money given to buy a ticket for an event.

If issued with a PCYC receipt book you must fill out each receipt clearly and capture all information about the donor. Once the event or activity is completed the receipt book and all funds must be returned to the PCYC State Office. **THIS IS REQUIRED BY LAW SO PLEASE ENSURE THAT YOU ADHERE TO THIS.**

Record Keeping

As a fundraiser it is important that you keep accurate records of your fundraising activity or event. If running an event it is a good idea to keep a profit and loss and send this into the PCYC State Office with your fund remittance advice which displays how much funds you raised and how PCYC will be receiving the funds.

PCYC additional support

PCYC can help you with your fundraising event or activity and offer the following

- Collection Cans
- PCYC newsletter
- Certificates of thanks
- A team who can help you!