

Community Champions



Community Fundraising Kit
The Multiple Sclerosis Society of SA & NT

MS

Thank you

Fundraising is a fun and rewarding way for schools, clubs, community groups and individuals to support people and families living with Multiple Sclerosis (MS). You can do this by hosting your own event and donating funds that enable us to care while seeking the cure.

The MS Society

The MS Society of SA & NT helps to minimise the impact of multiple sclerosis on individuals, their families, carers and the community, whilst supporting research into improved treatments and ultimately finding a cure.

MS Society Values

Compassion and Empathy

We are caring and compassionate and respond with empathy to the needs and circumstances of the people we serve.

Diversity and Inclusion

We value the inherent worth of each human being and support a community where all people are accepted regardless of their circumstances.

Honesty and Integrity

We are open and honest and treat all people with respect and dignity.

Customer Focus

We believe in individual choice, satisfaction and achieving the best possible outcome.

Collaboration

We believe that consultation and collaboration lead to empowerment and will initiate and support collaborative partnerships at all levels.

Commitment

We are committed to positively impacting the lives of people with MS and are diligent in our efforts towards this.

Excellence

We are driven to achieve the highest possible standard of service through efficient, ethical and accountable practices.



What you need to do

- STEP 1** Decide what type of fundraiser you would like to organise. See www.ms.asn.au for Fundraising Ideas.
- STEP 2** Read through this kit to make sure you understand your responsibilities
- STEP 3** Complete the **Community Fundraising Application Form**
- STEP 4** Once we have received your application form and approved it, we will send you a **Letter of Authority**.
- STEP 5** You can begin organising your fundraising activity.

Who you need to contact

- WEBSITE** www.ms.asn.au
- CONTACT NUMBER** (08) 7002 6500
- EMAIL ADDRESS** events@ms.asn.au
- PHYSICAL ADDRESS** 341 North East Road
Hillcrest
SA, 5086
- POSTAL ADDRESS** PO Box 377
Salisbury South DC
SA, 5106



Use of our name and logo

Use of the MS Society's name and logo is strictly controlled to ensure that integrity is maintained. **Organisers of Community Fundraisers are not permitted to use our name and logo on any publications or promotional materials without approval** from the MS Society.

Please follow these guidelines regarding the way the MS Society's name is used for promoting your fundraising activity. These guidelines are put in place to protect both you and the MS Society. Our name cannot be used as part of your fundraising activity's name, as this indicates the activity is an official MS Society event. You are able to state that the funds raised are being donated to the MS Society.

Acceptable use of the Multiple Sclerosis Society of SA & NT name:



- Proudly supporting the MS Society of SA & NT
- Proceeds to the MS Society of SA & NT

When courage, genius, and generosity hold hands, all things are possible.
-Unknown

Unacceptable use of the Multiple Sclerosis Society of SA & NT name:



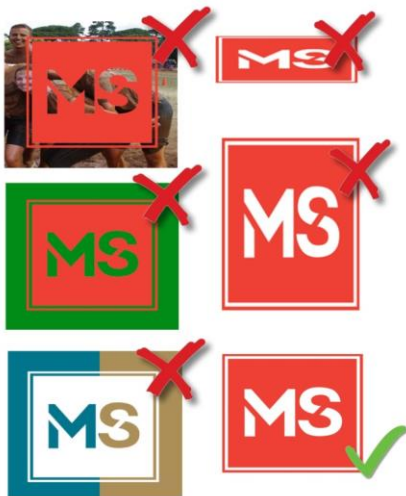
- MS Society of SA & NT Karaoke Night
- MS Society Morning Tea

Acceptable use of the Multiple Sclerosis Society of SA & NT logo:

- Place the logo in the most appropriate space, in the area that does not interfere with the image.

Unacceptable use of the Multiple Sclerosis Society of SA & NT logo:

- Placing the logo on a coloured background.
- The complete logo is not visible.
- Any distortion of the logo.



Your responsibilities

Any person, organisation or group who seek to fundraise for the MS Society of SA & NT accepts the following responsibilities.

- The fundraising activity can only commence once the **Fundraising Application Form** has been approved by the MS Society of SA & NT and the organiser has received a **Letter of Authority**.
- The activity is to be conducted in the organiser's name, who is accountable for managing the activity in an appropriate way.
- The organiser must comply with any obligations imposed by the **Charitable Fundraising Act** relevant to your state/territory.
- Any permits/insurance for the activity necessary must be arranged by the organiser.
- **The organiser is responsible for the safety of the activity**, including public liability insurance and first aid services.
- **The organiser must gain approval from the MS Society of SA & NT for the use of the logo and name.**
- The organiser holds all monies raised on behalf of the MS Society of SA & NT until the activity is complete. These monies will need to be received by the Multiple Sclerosis Society of SA & NT within 28 days of the activity.
- **If the organiser is under the age of 15 years a Parental Consent Form** must be signed by the parent or guardian.
- Children under the age of 15 must be accompanied by an adult when collecting donations.
- **The MS Society of SA & NT reserves the right to terminate the activity at any time if it appears that there is a likelihood that the organiser is failing to meet responsibilities.**
- **The event is to be organised and conducted in a professional manner upholding the values of the Society.**



Money management

It is your responsibility as the organiser of a fundraising activity to ensure the correct financial management for your activity.

COLLECTING FUNDS

- When collecting donations, the MS Society request that you use the tamper-proof collection containers (**which can be requested on the Fundraising Activity Application Form**).
- You are only able to collect donations in the form of cash, cheques or money orders (cheques and money orders to be made out to "Multiple Sclerosis Society of SA & NT").
- Credit card donations can be made by phoning the MS Society on (08) 7002 6500 or via the website www.ms.asn.au
- You may also create an online fundraising page through Everyday Hero (www.everydayhero.com.au). Ask your coordinator how!

YOUR COSTS

- No expenses are to be made out to the MS Society.
- Any costs which you incur and deduct from funds raised must be reasonable and fair.

DONOR RECEIPTS

- Donations over \$2 are tax deductible.
- Provide donors with an official MS Society receipt (**receipt books can be requested on the Fundraising Activity Application Form**).
- The Australian Taxation Office states that donations are not tax deductible if the person receives goods or services in return (ie. a raffle or entry to an event). For further information please visit the [Australian Taxation Office website](http://www.ato.gov.au).

SENDING YOUR FUNDS TO THE MULTIPLE SCLEROSIS SOCIETY OF SA & NT

- The MS Society must receive the monies collected within 28 days of the activity, or as arranged with the MS Society.
- You can send the money you have raised to the MS Society in the form of cheque, direct deposit into our bank account, credit card payment over the phone or a personal delivery to the Hillcrest Office.
- The MS Society will send an acknowledgement letter and certificate to confirm that your funds have been received.

How we can help you

Once you receive your Letter of Authority from the MS Society there are many ways we may be able to assist you:

- General tips and advice for organising your activity.
- Providing promotional items (subject to availability, please refer to the **Fundraising Application Form** for details).
- Providing tamper proof collection containers
- Advertising your activity on social media.
- Providing donors with tax receipts.
- A certificate once your fundraising activity is complete to acknowledge your support.

 Help us to celebrate your achievements by sending us some photos of your event

Please take note that we are **UNABLE** to provide the following:

- Reimbursement or funds for any expenses incurred.
- Contacts to use during the promotion of your activity.
- MS Society staff or volunteers to co-ordinate or run the activity.
- Applications for permits, licences or any insurance required.
- Raffle and auction prizes.



Community Champions

Please return the following pages
to the MS Society of SA & NT

The fundraising activity can only commence once the Fundraising Application Form has been approved by the MS Society of SA & NT.

MS

FUNDRAISING ACTIVITY APPLICATION FORM

Before you begin organising your fundraising activity for the MS Society you will need to complete and return this Fundraising Activity Application Form.

FUNDRAISING ORGANISERS CONTACT DETAILS

Full Name _____

Community Group (if any) _____

Relationship to Community Group _____

Address _____

Suburb _____ Post Code _____

Contact Number _____ Mobile _____

Email Address _____

DETAILS OF FUNDRAISING EVENT

Proposed name of event _____

Brief description of event _____

Proposed date of event _____

Venue _____

How will funds be raised? _____

(ie. Raffle, Auction etc.) _____

Do you give permission for the MS Society to use your photos on Social Media?

Yes

No

SUPPORT REQUIRED FROM THE MULTIPLE SCLEROSIS SOCIETY

The MS Society is happy to provide promotional items. Please indicate below which items you require and the quantities.

DONATION COLLECTION CONTAINERS	Quantity	_____
INFORMATION BROCHURES	Quantity	_____
STICKERS (SUBJECT TO AVAILABILITY)	Quantity	_____
BALLOONS (SUBJECT TO AVAILABILITY)	Quantity	_____
RECEIPT BOOKS	Quantity	_____

If you would like to purchase merchandise for your fundraising activity please visit www.ms.asn.au or email on events@ms.asn.au

AUTHORISATION

I, _____ (**organiser's full name**) have read, understand and agree to comply with the terms and conditions of fundraising on behalf of the Multiple Sclerosis Society of SA & NT as outlined in this Community Fundraising Kit.

I agree to act in a professional manner while organising and conducting the fundraising activity and uphold the values of the Society. I also accept my responsibility to remit the monies raised to the Multiple Sclerosis Society of SA & NT within 28 days of the fundraising activity.

***Please note:** If you are under the age of 18, a parent, guardian or teacher must sign this form on your behalf.

Signature _____ Date _____

If signed by a person other than the organiser, please fill in below

Full Name _____

Relationship to organiser _____

Contact Number _____

***Disclaimer: The Multiple Sclerosis Society of SA & NT reserves the right to withdraw its support for the fundraising activity at anytime if it appears that there is a likelihood that the organiser is failing to meet any of its responsibilities.**

We respect your privacy. Personal information is collected only to process donations, issue receipts and acknowledge our fundraisers. To read more about our privacy policy please visit www.ms.asn.au .

OFFICE USE ONLY

Date application form received _____

Received by _____

Activity Approved _____

Date Authority Letter sent _____

Notes _____