

FUNDRAISING GUIDELINES



Royal Flying Doctor Service
SOUTH EASTERN SECTION

The Authorisation Process

Before you commence any fundraising activities you must first complete an application to fundraise form. Once approved, the RFDS will issue a letter of authority, which means you can start fundraising. This process is a legal requirement under the Charitable Fundraising Act 1991.

Your Responsibilities

Your fundraising event/activity is your responsibility and therefore, must be conducted in your name. Please use our full name in all your promotions and only refer to your event as 'Proudly Supporting the Royal Flying Doctor Service'.

Involvement of the RFDS

We can provide promotional materials about the RFDS to authorised fundraisers such as newsletters, flyers, banners etc. We are unable to assist in the organisation of the event, issue press releases or organise media coverage, source prizes and sponsorship or provide free merchandise. Our public liability insurance does not extend to third party fundraisers so we can't accept any liability for any injury, loss or damage at your event.

Media and Materials

Please be aware that you are a third-party fundraiser, and not an employee or agent of the RFDS. This means that you must only use our name and logo if you have received our written consent. You must also receive our written approval on your publicity campaign.

Money Matters

You must remit all funds raised from your event to the RFDS SE immediately after the completion of your event. You can deposit the funds directly into our bank account or make a cheque. Please do NOT send cash in the post. For more details on this click [here](#) to see our extended fundraising guidelines.

Legal Implications

You must abide by all appropriate legislation and apply for any permits, insurances and authorities that may be required. Minors involved in your event must receive written consent from the person responsible for them. You are NOT allowed to collect money at traffic lights or by door knocking.

RFDS Collection Devices

We provide our authorised fundraisers with collection devices upon request. Donations made through a collection tin do not require a receipt to be issued. We do not provide collection devices at tobacconists, liquor stores or fast food outlets. Collection tins must be opened and counted with two people present.

RFDS Code of Conduct

As a community-based not-for-profit organisation, the RFDS recognises and acknowledges the valuable support that it receives from the community. Click [here](#) to read the RFDS Fundraising Code of Conduct.

Contacts

If you require further information please contact the RFDS community fundraising team on
Phone: (02) 9941 8803
Email: fundraise@rfdsse.org.au
Postal Address: GPO Box 3537, Sydney NSW 2001
Web: flyingdoctor.org.au

[Click here to view the RFDS fundraising guidelines full version](#)