

Fundraising Guidelines



Thank you for supporting Aspect (Autism Spectrum Australia) and Doing Something Brilliant to raise funds for an autism-friendly future. We're sure you'll enjoy your fundraising experience; these guidelines are designed to help you bring your idea to life.



Before you start

- Before you start fundraising you must register your activity or event on the Aspect [Do Something Brilliant](#) website.
- If you're thinking big (and that's great!) you may need to fill out a **Fundraising Proposal and Agreement**, we'll let you know.
- Once registered you will receive an **Authority to Fundraise**, required by law before you start raising money for Aspect.

Your event or activity is your responsibility

- We are incredible grateful for your support. We're here to guide you but please know that your fundraising event or activity, including all financial aspects, fundraising, record keeping and management, are conducted in your name and are your responsibility.
- Aspect is unable to coordinate activities on your behalf.
- The Aspect team will endeavour to provide advice and support where we can. However, we are unable to assist you with the detailed execution of your activity, for example, the soliciting of prizes.
- Aspect expects a reasonable level of liaison and information about the event or activity. Any changes made from the original details provided must be reported and may result in a new Authority being issued or withdrawal of the Authority.
- You must comply with all applicable Fundraising Acts, other laws, regulations and by-laws in your state or territory. In conducting your event or activity you agree to refrain from doing anything which may reasonably be expected to damage the goodwill, reputation or integrity of Aspect.

Your Fundraising Proposal

Where your event or activity requires a **Fundraising Proposal and Agreement**, Aspect will take the following into account when considering your proposal:

- The nature of the activity or event and any likely risks associated with the activity or event.
- Whether the funds raised from your activity or event provide a reasonable return after expenses have been deducted.
- Whether the fundraising activity or event is consistent with Aspect's aims and values.
- The nature of any assistance you may require from Aspect in planning or implementing your fundraising activity or event.

Expenses and record-keeping

- You are responsible for all facets of the financial management and record keeping of your fundraising activity or event.
- You must retain accurate, true and appropriate records in relation to particulars of all items of gross profit received, particulars of all expenditure incurred and all transactions in relation to your event.
- Aspect can not pay your expenses, but you can deduct your necessary expenses from proceeds you collect offline for your event or activity, provided they are properly documented. You are required to keep expenses to no more than 30% of funds raised.
- The proceeds of your event or activity, and a statement of income and expenditure are to be returned to Aspect within 4 weeks of the conclusion of your event or activity.





Issuing receipts

- Aspect can provide tax-deductible receipts for all donations of \$2 or more.
- It is encouraged that donations are made to your online fundraising page on the Aspect Do Something Brilliant website, as tax-deductible receipts are issued automatically.
- You must keep a register of all eligible donors so Aspect can issue tax-deductible receipts after your event or activity.
- Please note that only donations are eligible for tax deductible receipts. Tax deductible receipts can not be issued when the supporter has received goods or services in return for money given. For example: ticket purchases, entry to an event, raffles, auction purchases, donations of good or services, or sponsorship where the person or organisation receives a material benefit in return e.g. publicity or promotion.

Event promotion

- Tools to promote your event or activity are available to download from the [Do Something Brilliant](#) website.
- If you are producing your own materials, you must obtain consent from Aspect before you use Aspect's name or logo on any materials or products.
- Any promotional material you issue or is issued in your name, including media releases, must be submitted to Aspect for approval.
- You can use wording such as **proudly supporting Aspect (Autism Spectrum Australia)**, or **funds raised will help Aspect (Autism Spectrum Australia)** in your promotional material.
- Aspect may apply conditions on the use of its logo to market your fundraising activity or event. These may include a guaranteed minimum donation.

Your materials, photography or video

- By uploading any materials, photos or videos to [Do Something Brilliant](#) you are granting Aspect approval to use these materials to promote Aspect or future fundraising activities.

Parental consent

- Any person under the age of 18 must be appropriately supervised by an adult.
- Aspect needs to receive permission from a parent or guardian before any child under the age of 18 begins their fundraising activity.

Permits

- Some activities require permits from your state or territory for example collections, or raffles where the total prize pool is over a certain amount. Permits are also required for some activities and events by councils or venues.
- You are responsible for obtaining any permits if they are required.

Insurance

- Any fundraising activity you undertake is at your own risk. As Aspect is not the event organiser we are unable to cover any liability on your behalf.
- Some events or activities may require insurance. Please ensure that you or any space or venue used for your fundraising activity or event has the required public liability insurance.

Further information

If you have any questions or queries, we are here to help. Call our fundraising team on 1800 288 476 or reach out via fundraising@aspect.org.au

Thank you for fundraising for Aspect.
The funds you raise will go towards creating a world where every Autistic person is supported to thrive – and every kind of brilliant is celebrated.