

Citipointe Fundraising Information Guide

Thank you for enquiring about helping to raise funds for one of Citipointe's entities or projects. Fundraising can be a fun and rewarding way for community groups, schools, workplaces, clubs and individuals to make a difference to people in need.

This fundraising Information guide outlines your responsibilities in organising a fundraiser for Citipointe. It will assist you not only in raising funds but also in meeting government requirements and ensuring that any risks to either you or Citipointe are minimised.

Citipointe has a number of entities and projects for which you may raise funds. They are outlined below:

- SHE Rescue Homes
- Vanuatu Village Project
- Nepal Project
- Sri Lanka Village Project
- Red Frogs Australia Chaplaincy Network
- Community Care
- Citipointe Ministry College
- School Building Fund

The Citipointe Foundation was established for tax deductible giving for projects, funds or entities such as: SHE Rescue Homes; Vanuatu Village Project; Sri Lanka Village Project; Nepal Project; Red Frogs; Community Care; Citipointe Ministry College; and the School Building fund. Fundraising for these projects, funds or entities and numerous other Citipointe projects do not necessarily have to be tax-deductible and in some cases it is more beneficial for the projects if the funds do not require tax-deductible receipts. Provision for both types of fundraising is provided within this information guide.

In this Information Guide the italic form of 'Citipointe' will be used to include all the related entities, funds and projects above.

What you need to do now

Step One Decide what type of fundraising event you'd like to organise.

Step Two Read through Section 1 of this guide to make sure you understand your responsibilities as a fundraiser for Citipointe.

Step Three Complete the Fundraising Activity Registration Form in this guide to let us know about your planned activity.

Step Four We will send you a Letter of Authority to confirm that we have received you details and are happy for you to go ahead.

Note: This letter will only be provided if we are satisfied that the event will provide a minimal risk for Citipointe and that the organiser is of good repute.

Step Five Start organising your event!

Step Six Within 28 days of finishing your event, send any funds raised and the paperwork required back to Citipointe.

That's it! It really is that simple to fundraise in order to unmistakably influence our world for good and for God.

Section 1

Use of the Citipointe (and related entities, projects or funds) name, logo and emblem

Use of the Citipointe (and related entities, projects or funds) name, emblem or logo is strictly controlled by Australian and international laws and fundraising organisers are not permitted to use these on any communications or materials produced for your fundraiser. However, we may be able to supply a small range of branded items to assist you in the fund raising event. For example if your fund raising event was specifically for the SHE Rescue Homes then we may be able to provide you with the SHE Rescue Home collection containers, a promotional DVD, the Rescue Homes Giving Cards and the "It's Not OK" bracelets etc for you to use at your event.

You also need to be aware that we have guidelines around how you can use our name in promoting your event. These guidelines protect you and Citipointe.

Our name (or related entities, projects or funds) cannot be used as part of your event's name as this would indicate incorrectly that the event is an official Citipointe event. Instead, you are able to say that the funds raised are to be donated for example to Citipointe Foundation (tax-deductible giving) or Citipointe and the project name eg SHE Rescue Homes for (non-tax-deductible giving).

Acceptable

- Proudly supporting Citipointe's SHE Rescue Homes.
- Event name, with net proceeds to Citipointe Foundation.
- 50% of the proceeds from this event will go to Citipointe's SHE Rescue Homes.

Not Acceptable

- SHE Rescue Homes Fashion Parade.
- SHE Rescue Homes Walkathon.
- Citipointe Foundation Benefit Concert.
- Red Frog's Business Breakfast.

Your communications must also clearly state the amount or % of funds raised that will go to Citipointe.

Under no circumstance are organisers allowed to manufacture, sell or license any goods bearing the name, emblem or logo of Citipointe (or its related entities or ministries). Citipointe's official merchandise is available for on-sale by organisers and details are available from our reception or via our Rivers Book Cafe.

Please make sure that you do not use our name in any way that would reduce respect for our brand or to guarantee the quality of your fundraising activity, or do anything which might create confusion on the mind of the public between your fundraiser and Citipointe.

Your responsibilities as a fundraiser

Any person, organisation or group (referred to below as the 'organiser') who decides to fundraise for Citipointe must accept the following responsibilities:

- The fundraising activity should only proceed once the Fundraising Activity Registration Form is submitted to and approved by Citipointe and the organiser has received a letter of authority.
- The event will be conducted in the organiser's name, who will be solely responsible for managing the fundraiser in an appropriate and responsible way.
- The organiser must comply with any obligations imposed on it by the Charitable Fundraising Act and/or regulations in the relevant state or territory. Any necessary permits, authorities to fundraise, insurance or licenses must be secured by the organiser of the event.
- The organiser is responsible for ensuring the safety of the event, including organising appropriate public liability insurance and providing first aid services if required.
- Organisers must request approval for the use of our name on any communications and cannot under any circumstances use our logo or emblem.
- The organiser holds all funds raised from the public on behalf of Citipointe until the fundraiser is completed and need to make sure that the funds are kept in a secure place, full records of income and expenses are made and funds returned within 28 days of the event taking place.
- The organiser can deduct any necessary costs of organising the fundraiser as long as these are properly documented and are fair and reasonable (ie total expenses must be less than 30% of total income raised).
- No door-to-door, street or telephone approaches should be made to the general public for donations in connection with the event.
- Children under the age of 16 years of age must be accompanied by an adult when collecting donations/ money.
- The organiser needs to inform us of any prior or current criminal convictions. Although these will not necessarily stop you from being able to support Citipointe, they will be taken into account in agreeing to your suitability as an organiser.
- The organiser agrees to release Citipointe to the fullest extent permissible under law for all claims and demands of any kind associated with the event and indemnify Citipointe for all liability or costs that may be arise in respect to any damage, loss or injury occurring to any person in any way associated with the event caused by your breach in these responsibilities or your negligence.
- We reserve our right to terminate our support for the fundraising activity/event at any time if it appears that there is a likelihood of the organiser failing to meet any of the above responsibilities.

Money Management

It is your responsibility as the organiser to ensure appropriate financial management of your fundraising event and here are some guidelines to help you.

In general fundraising events should be limited to raising non-tax-deductible funds this is the simplest and sometimes most useful source of fundraising for Citipointe Projects. However, provision for tax deductible giving is also a legitimate avenue for raising funds. Tax-deductible giving is limited to the regulations outline by the Australian Taxation Office and must be adhered to, further information on tax-deductible gifts are provided below in the Donor receipts section.

Collecting funds

- You are only able to collect funds in the form of cash, cheques or money/postal orders (made payable to Citipointe Foundation for tax deductible giving or Citipointe and the entity, project or funds name e.g. SHE Rescue Homes for non tax deductible giving). Credit card donations can be made direct by phoning (07) 3343 8888 or via our website at <http://www.citipointe.com.au> or <http://www.sherescuehome.org/sponsorship.html>
- When collecting cash, we would prefer you to use the tamper-proof collection containers provided.

Your costs

- Any costs you incur and deduct from the funds raised must be fair and reasonable and only include direct 'out of pocket' expenses such as venue hire, catering etc.
- No expenses should be made in the name of Citipointe.

Donor receipts

- If any donors need a receipt (only donations of \$2 or more are tax deductible), complete the Donor Receipt in the booklets provided and send this back to Citipointe Foundation at the end of your fundraiser.
- Please note that the Australian Taxation Office have ruled that donations are not tax-deductible if a person receives goods or services in return for the money given (i.e. the purchase of any services or items, raffle/auction/competition tickets or any event entry tickets, sponsorship for walkathons, the cost of attending a function such as a fundraising dinner, payments to school building funds as an alternative to an increase in school fees etc). For further information visit the Australian Taxation Office website. For donations of goods where a receipt is needed, please send to Citipointe Foundation a letter from the supplier stating the value of the donated products and we will supply a letter of acknowledgment for them to use in applying for a tax deduction.

Sending your funds to Citipointe

- Once your event is over, complete and return the Fundraiser Results Summary form in this guide along with the funds raised and the receipt booklets.
- We must receive these documents within 28 days of your fundraising event/activity taking place.
- You can remit your funds by sending us a cheque, direct payment into our bank account, making a credit card donation by phone, or via personal delivery to the Citipointe Accounts Department. Please liaise with your Citipointe Department contact person to decide what is easiest for you.
- Citipointe will then send you an acknowledgement letter to show that the funds have been received.

Fundraising Activity Registration Form (3 pages to be returned)

Before you start organising your fundraising activity, you need to complete & return this Fundraising Activity Registration Form to Citipointe to obtain our go-ahead to proceed. We will then issue you a Letter of Authority to show that your activity has been approved by Citipointe.

FUNDRAISING ORGANISER CONTACT DETAILS

(Full) Name of Organiser: _____ Title: Mr/Mrs/Ms/Dr

Name of community group represented (if any): _____

Relationship to community group represented: _____

Organiser's Street Address: _____

Suburb: _____ State: _____ P/Code: _____

Contact phone No (daytime): _____ Mobile: _____

Email: _____

Do you have any current or previous criminal convictions? Yes No

If yes, please provide further details: _____

DETAILS OF PROPOSED FUNDRAISING ACTIVITY/EVENT

Proposed name of activity: _____

Brief Description of fundraising activity: _____

Proposed date of activity or timeframe: _____

Venue to be used: _____

Venue address: _____

How will funds be raised from this activity?: _____

What proportion of funds raised do you expect to be donated to Citipointe?: _____

Are any other charities/not for profit organisations to benefit also from this fundraising activity (and if so, please list)?: _____

Why did you choose Citipointe as the beneficiary of your fundraiser?: _____

EVENT BUDGET*

Total estimated income that will be generated: \$ _____

Total estimated costs: \$ _____

Details of expenditure anticipated (advertising, hire of equipment etc): _____

Estimated net revenue to be donated to Citipointe: \$ _____

Any other budget comments you would like to make?: _____

*Note: Please estimate your event costs and income and ensure that any expenses incurred are reimbursed to you directly from the total revenue generate. These must be fully documented via receipts and be fair and reasonable ie total expenses should be less than 30% of total income raised. In circumstances where you need us to issue donor receipts for 100% of money generated, expenses will need to be reimbursed to you later by Citipointe once the total gross funds have been submitted.

SUPPORT REQUIRED FROM CITIPOINTE

Citipointe would be happy to provide promotional materials to assist with your event, subject to availability. Please indicate which materials you think you might need and approximate quantities (where applicable) below:

Donation Collection containers _____

Citipointe SHE Rescue Homes information brochures _____

Posters/Display materials _____

Please indicate below any other support you would like from us:

Use of the Citipointe or associated entities or ministries eg SHE Rescue Homes name for promotional purposes

Inclusion on the Citipointe or SHE Rescue Homes website in the fundraising events listing (note: details used will be taken from this form and by ticking this box you are agreeing to these details being disclosed on our website). This option is currently unavailable

A Citipointe Representative to attend event (subject to staff availability)

AUTHORISATION

I, _____ (event organiser's full name) have read, fully understand and agree to comply with the terms and conditions of fundraising for Citipointe as outlined in this Citipointe Fundraising Guide.

I agree to complete the Fundraiser Results Summary Report identifying the total funds raised, expenses incurred, receipts given, and to deposit the funds raised directly into the Citipointe Foundation Bank Account as per the Deposit Forms provided. Once a deposit is made a copy of the Banking Deposit Slip will be faxed to the attention of the Finance Department, Citipointe Church 07 3343 9291.

I agree to forward all Receipts Books at the conclusion of the fundraising period, together with the Summary of Funds Report and original Bank Deposit Slip. If for some reason there is a discrepancy between the amount donated and the amount banked I will be responsible for any shortfall.

If others will be assisting in the fundraising event I agree to issue the receipt books and fundraising duties to responsible persons willing to sign the instructions for fundraising and who will work within those instructions.

I agree to act in a professional manner in conducting the fundraising activity and uphold the integrity and values of the organisation. I also accept my obligation to remit the funds raised to Citipointe within 28 days of the event conclusion.

Please note if you are under 18 years of age please have a parent, guardian or teacher sign this form on your behalf.

Your Signature: _____ Date: _____

If signed by a person other than the organiser, please provide:

Your name: _____

Relationship to organiser: _____

Contact phone no (daytime): _____

Is there any other information not provided already that you would like to include here?

The funds you raise will be directed to the areas of greatest need either in Australia or internationally. If you want your funds to be used otherwise, please let us know your preference here:

Community Care (Brisbane South Community Care)

Citipointe Ministry College

Nepal Project (in partnership with Global Developments Project J96)*

SHE Rescue Homes (in partnership with Global Development Group Project J228)*

Red Frogs Australia Chaplaincy Network

School Building Fund

Sri Lanka Village Project (in partnership with Global Development Group Project J61)*

Vanuatu Village Project (in partnership with Global Development Group Project J404)*

*Note: All these projects are operated from Australia and are based within an approved Australian DGR

Disclaimer: Citipointe reserves its right to withdraw its support for the fundraising activity/event at any time if it appears that there is a likelihood of the organiser failing to adhere to any of its responsibilities.

INTERNAL USE ONLY

Date application form received: _____

Received by (name/title): _____

Event/Activity Approved? _____

YES Date Letters of Authority sent: _____

NO

Fundraiser reference No: _____

Notes: _____

Your privacy is our priority. Your details are confidential and will not be disclosed to any other organisation.

Please return this completed form to the Citipointe office:

(If you have a preferred entity, project or fund for the fundraising include it here eg SHE Rescue Homes)
Citipointe Fundraising
PO Box 2111
Mansfield BC Qld 4122

Checklist for Fundraising Event

- Fundraising Activity Registration Form completed, signed and forwarded to Citipointe for approval
- Authority Letter has been received from Citipointe
- Authority Letter has been received from Citipointe Foundation
- Citipointe name or logos have/will not be used in the fundraising event title or promotional material
- The by-lines for advertising the event do include that the funds raised are to support Citipointe
- The fundraising only relates to currently approved projects of Citipointe
- Receipts must be issued for all tax deductible donations
- Receipts must distinguish between tax deductible and non tax deductible receipts
- All receipts issued must be reconciled to the cash and cheques received at the event and reconciled to the amount banked or returned to Citipointe
- Fundraiser Results Summary form provided is completed including reference number
- Expenses Incurred form provided is completed including reference number
- Receipt Summary form provided is completed including reference number
- Deposit Summary form provided is completed including reference number
- All moneys deposited or returned to Citipointe for depositing
- All forms and receipt books have been returned to Citipointe