

Fund Raising Fact Sheet

Introduction

This fact sheet provides information about fund raising opportunities for our client families.

The Developing Foundation Inc. commits the proceeds raised by participating families to the needs of their family member with brain injury or developmental disability. All funds collected are banked into The Developing Foundation Inc.'s Deductible Gift Recipient Fund. Each family is allocated a General Ledger Account and all receipts and expenses recorded monthly. A family may request a copy of their General Ledger Account at any time.

To ensure the organisation's viability, it is necessary to charge fees to each family's General Ledger Account. These fees are determined by the Management Committee from time to time. All accounts are charged a 10% administration fee on all funds expended from the Deductible Gift Recipient Fund (excluding The Developing Foundation Inc. fees).

Other current charges are detailed below.

Riverwalk

Riverwalk is a 6km charity fundraising event where families can raise funds for a family member with brain injury or developmental disability. The event is held at Orleigh Park, Hill End Terrace, West End during Brain Injury Awareness Week each September. The walk itself follows the picturesque pathways along the Brisbane River taking up to the Victoria Bridge, Southbank and assembling back at Orleigh Park for a sausage sizzle. Trophies are presented to teams that raise the most funds or are the most improved and prizes awarded to lucky ticket holders.

Funds are raised by collecting individual donations using the Riverwalk receipt books and giving each donor tax deductible receipts for the value of their donation.

Participation in the Riverwalk involves:

- Completing a budget for approval of your fund raising target.
- Attending a training meeting.
- Collecting donations using the Riverwalk receipt books.
- Managing Riverwalk receipt books and monies collected in accordance with the procedures as outlined in fund raising manuals.

Use of Receipt Books

The tax deductible receipts located in Riverwalk books can only be used for donations given specifically for the Riverwalk. Should funds be raised through separate events such as sausage sizzles or cake stalls, tax deductible receipts from Riverwalk books are not permitted to be issued. This practise is deemed illegal as monies raised from a sale of any kind, be it a product or a service, is not recognised as a donation and issuing a tax deductible receipt for this purpose is an offence. The practise of raising funds through external events is addressed later in this policy.

Online Fundraising

Our families may register for Online Fundraising and have a personalised web page with a photo and story on The Developing Foundation Inc. web site. This web page can be used to promote a family's Riverwalk campaign or any other campaign during the year.

The personalised web page features:

- Fund raising target
- Donations tally to date
- Donation facility via an internet payment system
- Automated tax deductible receipt emailed to the donor
- Messages of support
- Email page to family and friends
- Online advertising – space for three business sponsorships whose logos will be linked to their own web site

Expenses

- \$500 annual management fee. This fee is more than covered by online advertising.

Non-Riverwalk Donations

Donations made to clients that are not related to the Riverwalk and not made online will require the funds and the name and address of the donor to be sent in to The Developing Foundation Inc. where a tax deductible receipt will be raised and sent to the donor. The timeframe of receiving a request for a receipt and despatching a receipt will be within one month.

External Fundraising Events

Where a client family solicits money or other property for charitable, benevolent or philanthropic purposes of any description (rather than for the benefit of The Developing Foundation Inc.), the

solicitation shall be accompanied by a statement clearly indicating the fact that they are soliciting money or other property for those purposes and not for the benefit of The Developing Foundation Inc.

The Developing Foundation Inc., with pre-approval from the Management Committee, can be recognised as a sponsor of the event provided there is a statement clearly indicating the fact that the monies raised are for other purposes and not for the benefit of The Developing Foundation Inc. By having The Developing Foundation Inc. as a sponsor of an event, use of the organisation's logo and name on promotional material will be permitted and The Developing Foundation Inc.'s public liability insurance will be extended to provide such cover for the event.

When raising funds through an external event a minimum notice of two calendar months is required.

Expenses

- Any costs to The Developing Foundation Inc. must be paid by the beneficiary's account (for example insurance costs).

Applying for Donations from another Charity

In the instance that a fundraiser wishes to apply for a donation directly from an external charity, pre-approval from the Management Committee is required prior to formal contact with the external charity. The Management Committee will decide each application on merit in order to determine the organisation's compliance to auspice the donation.

Expenses

- Any costs to The Developing Foundation Inc. must be paid by the beneficiary's account.