



## **Dress for Success New South Wales & Australian Capital Territory Fundraising Guidelines**

These guidelines will assist you in the requirements for fundraising for us. Once your request to fundraise has been approved please contact us on [fundraising@dfsnewact.org](mailto:fundraising@dfsnewact.org) if you require an 'Authority to Fundraise', which is required by law for any person wanting to raise funds for us outside of your fundraising page. Your Authority to Fundraise for Dress for Success NSW & ACT (DFS NSW & ACT) is valid for the period set out in the accompanying letter, however DFS NSW & ACT reserves the right to withdraw this authorisation at any time by notice to you.

### **Event Promotion**

The law says that any advertising material related to fundraising events must:

- State your name clearly and prominently
- Not be likely to cause offence to any person, and
- Not be misleading. Please be transparent and state the exact % of proceeds that will be donated.

Additional requirements apply to advertising if you are conducting the event as part of your business, or you plan to keep some of the funds raised.

If you plan to use the Dress for Success logo, this must be approved, please contact [marketing@dfsnewact.org](mailto:marketing@dfsnewact.org) for all logo use approvals.

### **Depositing Funds**

Our preference is that all funds are donated online using your fundraising pages or transferred directly into our bank account using your fundraising reference.

Any cash donations collected must be either banked directly into our account, or banked and donated to your fundraising page.

Make sure all funds are banked no later than 14 days after your event/activation is finished.



**DRESS FOR SUCCESS®**  
NSW & ACT

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#### DFS NSW & ACT Bank Details

DFS NSW & ACT ABN: 86 294 993 663

Bank: Westpac Banking Corporation

Account name: Dress for Success New South Wales & Australian  
Capital Territory Inc

BSB: 032-067 Account Number: 594 364

#### **Expenses and Record-Keeping**

It is suggested that you keep records of income and expenditure relating to your fundraising event. Please note that DFS NSW & ACT cannot pay your expenses, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. DFS NSW & ACT requires you keep expenses to no more than 40% of the total funds raised.

#### **Mission & Values Alignment**

Because of the nature of our organisation and its work, we ask that you think about DFS NSW & ACT's three pillars - alleviating poverty; female empowerment and financial independence; and sustainability and the ethical disposal of clothing - when designing your event and seeking sponsors. It is important that the activity or event accords with DFS NSW & ACT's mission and values. If you have any questions about this, please call our Fundraising Team on 02 9517 9537 or email [fundraising@dfsnswact.org](mailto:fundraising@dfsnswact.org).

#### **Donation Receipting**

Receipts will be automatically emailed from the Fundraisin Platform when donations are made to your fundraising page. Please also check all your inboxes, including junk, to locate your automated receipt. If you do not receive a receipt or you have deposited funds directly into our bank account, please contact [accounts@dfsnswact.org](mailto:accounts@dfsnswact.org) providing your fundraising reference and as much info as possible to assist your request.

If you receive cash from a donor and they request a receipt, record their name and contact details, and DFS NSW & ACT will issue an official tax-deductible receipt once funds are received, and you have provided us with these details.

#### What is tax deductible?

- Donations over \$2 made by an individual or organisation



#### What is not tax deductible?

- Lump sum collections
- Purchases of raffle tickets
- Purchases or hire of items i.e., racks, hangers, mirrors, catering.
- The cost of attending fundraising events

For more information, please contact the Australia Tax Office at <http://www.ato.gov.au>. Please note these guidelines are not a substitute for your own legal advice.

#### **Limitation of Liability**

To the maximum extent permitted by law:

DFS NSW & ACT will not be liable to you or to any other person in contract, tort (including negligence) or otherwise for any loss, damage, cost or expense of any kind (including direct, indirect or consequential losses, damages, costs and expenses) suffered or incurred by you or any other person in connection with your fundraising event or activity.

#### **Insurance**

DFS NSW & ACT will not obtain any insurance coverage for your fundraising activity. You are responsible for obtaining your own insurance coverage as you consider appropriate for your fundraising event or activity. If you have any queries about your fundraising event, please contact [fundraising@dfsnswact.org](mailto:fundraising@dfsnswact.org)

Thank you for supporting DFS NSW & ACT and helping to change the lives of women in need.