We are SERIOUS about our SILLINESS!

But before we can get **Silly,**
Let's cover the **Serious.**

Clown Doctors Australia™

FUNDRAISING GUIDELINES



Dr Okey Dokey

Thank you for choosing to raise money for Clown Doctors Australia!

We are thrilled to be the beneficiary of your fundraising event and whilst we are here to support you, the planning and organising, as well as the expenses are solely your responsibility.

If you need support, we can certainly help guide you in the right direction, so please feel free to reach out.

Email us at
community@clowndoctorsaus.org.au
Or call
02 8978 4507

What is an Authority to Fundraise? And do I need one?

An Authority to Fundraise is a letter from Clown Doctors Australia confirming you have official approval to raise funds for our cause! This letter is only required for offline events.

If you create a fundraising page on our website or third party platform, like Grassrootz, your page serves as an Authority to Fundraise, so you don't need an official letter from us.



Dr Lost and Found

To obtain an Authority to Fundraise letter from Clown Doctors Australia, you must:

- Be at least 18 years or be supervised by an adult.
- Comply with the fundraising regulations in your state.
- Run your fundraiser in a way that keeps all participants safe.
- Agree to be bound by these fundraising guidelines (this document)

Fundraising T&Cs

(Minus the jargon)

Clown Doctors Australia™

FUNDRAISING GUIDELINES

- Organise your fundraiser in line with the law.
- Have your **Authority to Fundraise** letter handy when you're requesting support (e.g. for raffle prizes) and at your event.
- You're in charge of your event - planning, costs, obtaining prizes, selling tickets and keeping records. Reach out if you'd like any support - we're happy to help.
- **If anything changes** from what you originally planned - please let us know - you may need a new Authority to Fundraise letter.
- Going door-to-door, collecting money on the street or calling people to ask for donations is not allowed.



Dr Sox

CLOWN DOCTORS AUSTRALIA AND CLOWN DOCTORS' NAMES AND LOGOS USE

- Be clear that you're raising money for Clown Doctors Australia.
- 'Clown Doctors Australia', 'Clown Doctors' or 'Laughter Care' **must not** be included in the event name, e.g. 'Clown Doctors Ball'. You **CAN**, however, refer to the cause by using the phrase 'proudly supporting Clown Doctors Australia' or 'raising funds for the Clown Doctors program'.
- **You need approval** from Clown Doctors Australia for any media materials and releases, printed materials or ads associated with the event, any Clown Doctors Australia, Clown Doctors and Laughter Care logos and promotional messaging. We can assist with or produce media releases and give you approved logos and key messaging as required.

CLOWN DOCTOR PERFORMERS, LAUGHTER CARE SPECIALISTS, PUBLIC IDENTITIES AND CELEBRITY REPRESENTATIVES

- A representative from Clown Doctors Australia may be able to attend or help promote your activity/event. Please contact us to discuss.
- You need prior approval to approach celebrities and Clown Doctors Australia's sponsors/supporters for support, using the name of Clown Doctors Australia, Clown Doctors or Laughter Care.

The Financial Stuff

(We're almost done! I promise!)

Clown Doctors Australia™

FUNDRAISING GUIDELINES

- All costs of organising the event, and any money distributed from it, must follow the law and be approved in writing by Clown Doctors Australia before it begins.
- The fundraiser must make sure expenses stay at or below 30% of total money raised, or a lower limit if required by law.
- After the event, send all funds to Clown Doctors Australia within 14 days, along with your authorisation number.
- If agreed that Clown Doctors Australia would help with costs, The fundraiser must make sure expenses stay at or below 30% of total money raised, or a lower limit if required by law; and upon sending funds, provide a summary of income and expenses, and receipts for any approved costs.
- Tax receipts for donations of $2 or more can be issued by Clown Doctors Australia upon request. Please send a list (Microsoft Excel is ideal) including Name (individual or company), Postal Address, Phone Number, Email and Donation amount.
- A tax-deductible receipt cannot be issued when the supporter has received goods or services in return (e.g. the purchasing of raffle tickets, merchandise, event tickets, auction items etc).
- Funds should be deposited directly into Clown Doctors Australia's bank account. Please do not mail cash.



Dr Bing Bong

Bank Account Name: **Clown Doctors Australia**

BSB: **062 108** | Account Number: **1006 4765**

Reference: **{your Fundraising Authorisation Number}**

– this will be provided

Clown Doctors Australia™

FUNDRAISING GUIDELINES

You did it! You got through the Serious Stuff!



Dr Stinky

If you agree to adhere to these Fundraising Guidelines, go ahead and create your fundraising page to get started - or if you're planning an *offline event*, please complete the Fundraising Application Form and a member of the Fundraising team will be in touch shortly.

If you have any questions or requests - both serious and silly are welcome - please email **community@clowndoctorsaus.org.au** or call **02 8978 4500**.



Dr Boogie

Let's get serious about our silliness!