

The Royal Flying Doctor Service (RFDS) Tasmania is a not-for-profit organisation providing vital health services to rural, remote and regional communities. Community fundraising helps us deliver essential health care services.

Fundraisers play a vital role in supporting the RFDS mission and we recognise the significance of their contributions.

Donations to RFDS Tasmania fund vital medical equipment and dental, mental, and physical health outreach in rural and remote communities, while also supporting staff scholarships, training, and career pathways.

To ensure the protection of all participating parties, including the RFDS, donors, volunteers, and beneficiaries, fundraisers must adhere to the following guidelines:

1. Who can fundraise and how it works

- a. A Fundraiser is the individual or organisation that runs a fundraising activity in their own name to benefit RFDS Tasmania. Fundraisers do not represent RFDS Tasmania but are acting on their belief to raise funds that will be forwarded directly to RFDS Tasmania.
- b. You must be approved before you start. Once approved, RFDS Tasmania will issue a Letter of Authority to Fundraise. Keep it with you and show it to venues, sponsors or regulators if asked. Do not use our name or logo without this authority.
- c. RFDS Tasmania approves activities when:
 - i. you have registered via the Do Your Thing platform,
 - ii. the activity aligns with our values and purpose, and
 - iii. the activity is not high-risk.
- d. RFDS Tasmania may decline or withdraw approval if an activity is unsafe, unlawful, high-risk, inconsistent with our values, or breaches these Terms. If approval is withdrawn, you must stop fundraising immediately and remit any funds raised.

2. Your responsibilities

- a. You run the activity. You are responsible for planning, safety, staffing, budgets, permits and insurance (including public liability, if needed). RFDS Tasmania's insurance does not cover third-party events.
- b. Follow Tasmanian fundraising law. Public fundraising is regulated by Consumer, Building and Occupational Services (CBOS) under the *Collections for Charities Act 2001*. You must also meet any other applicable State and Commonwealth requirements (e.g. gaming, liquor, privacy).

- c. Branding and publicity:
 - i. Get prior written approval from RFDS Tasmania for any use of our name or logo, and for any media or promotional materials.
 - ii. Make it clear RFDS Tasmania is the beneficiary, not the organiser. Example wording: “Proudly supporting the Royal Flying Doctor Service (RFDS) Tasmania.”
- d. If you use a third-party platform such as an online fundraising page, list Royal Flying Doctor Service (RFDS) Tasmania as the beneficiary, use approved brand assets only, and make sure funds are paid as agreed.
- e. If you engage a supplier such as professional fundraisers/agencies, ensure they meet relevant industry codes and handle donor data safely. RFDS Tasmania may request supplier details for assurance.
- f. Do not approach national or state corporate offices for sponsorship in RFDS Tasmania’s name without our prior written approval (to avoid conflicts with existing or prospective partners).
- g. RFDS Tasmania can offer advice and must approve all RFDS brand materials. We cannot coordinate your event, source prizes/sponsorships or give free merchandise. At RFDS Tasmania’s discretion, we may promote events via our media platforms and methods.
- h. Methods and activities such as door-knocking, telemarketing, dangerous or unlawful activities, or collecting from motorists on public roads or at traffic lights are prohibited.

3. Money, receipting and transparency

- a. Count cash with two people present, keep a simple income/expense record, and do not send cash by post.
- b. Bank or transfer funds to RFDS Tasmania via the Do Your Thing platform within 14 business days of your activity (or by another agreed date, no later than 28 days).
- c. If more than one charity benefits, obtain written pre-approval and disclose each beneficiary and the exact amount/percentage to RFDS Tasmania everywhere contributions are requested (tickets, donation pages and major promotions).
- d. Receipts and tax:
 - i. RFDS Tasmania is a Deductible Gift Recipient (DGR). We may issue tax receipts for gifts of \$2 or more.

- ii. Payments that include a benefit, such as event tickets, meals, auctions or raffle tickets, are not tax-deductible gifts.
- iii. To help us receipt eligible gifts, email a simple list (name, contact details, amount, date, payment method, and whether it was a gift or a contribution) when you remit funds.

4. Indemnity, recognition and acceptance

- a. You acknowledge RFDS Tasmania does not control or manage your event. To the fullest extent permitted by law, you release and indemnify RFDS Tasmania from claims connected with your event, except where caused by RFDS Tasmania's negligence or unlawful act.
- b. RFDS Tasmania may acknowledge approved activities on our channels at our discretion (capacity permitting).
- c. By submitting or activating your fundraising page/registration through the Do Your Thing platform, you confirm you have read and agree to these Terms & Conditions. Platform records serve as your electronic acceptance.

Questions?

Please reach out to the RFDS Tasmania Fundraising Team — (03) 6391 0504 | enquiries@rfdstas.org.au