FUNDRAISING FOR PKD AUSTRALIA

COMMUNITY FUNDRAISING GUIDE
Thank You.

Thank you for deciding to raise funds for PKD Australia. PKDA is committed to funding research and medical initiatives that have the power to end PKD. We are confident a treatment and cure is within our reach and your support is part of the solution!

PKD Australia directly supports research into PKD by providing research grants that fund Australian researchers who are working to find interventions and treatments that slow the progression of PKD, with the hope to one day cure this genetic condition.

These grants are integral in funding research that is changing the future of PKD, and are only possible thanks to the generous donations we receive.
Salt Free for PKD
Go Salt Free for PKD by hosting a low salt lunch. Choosing to host a low salt lunch is a fun way for you and your guests to re-educate your taste buds and get creative using different spices, all while raising awareness for PKD. Please contact us for a host pack and to find out more about how you can raise funds to help support research and find a cure for PKD.

Bake Sale
Whip up some homemade goodies or other handmade items to sell at your local markets or school to raise money for PKD.

Trivia Night
Gather your friends and host a trivia night fundraiser, set an entry fee or a fine (donation) for every question that teams get wrong.

Movie Night
Host your friends for a movie night or to watch a sports finale. You could even host a pamper session for a relaxing night in. Ask friends to donate the money they would usually spend on a trip to the movies or a night out.

Challenge yourself for PKD
Perhaps it is a hike requiring months of training or simply challenging yourself to a month without chocolate or wine. Do anything that you can do to challenge yourself and raise funds for PKD research.
Tips to help you reach your goal...

Tell your story

Send your guests reminders and updates of your progress

Enjoy yourself and be proud of what you are doing

Approach your employer to donation match if you are hosting your event at work

Ask your guests to donate what they would have spent on breakfast or a night out

Think about extra fundraising for the day of your event eg. raffles
Steps to Fundraising

Decide...
- What kind of event do you want to plan and who do you want to invite?
- What is your fundraising target?
- When do you want to do it?
- Do you need to find a venue, for example an oval, park or other facility?

Plan...
- Step 1: Talk with us! We would love to hear about your fundraising idea and can provide guidance if required - please contact us at admin@pkdaustralia.org
- Step 2: Read the important fundraising guidelines on page 6
- Step 3: Register your event by returning your completed application form found on page 9. We will then send you a fundraising pack containing:
  - A letter granting you authority to fundraise for your event
  - A receipt log and instructions on how to bank the money raised at your event
  - Promotional material for you to use at your event
- Step 4: Spread the word by sending out invitations or promote your event using email, social media and phone calls - give people plenty of notice and be sure to follow up on RSVP’s
- Step 5: Make it memorable - use decorations or a theme to make sure it is an event to be remembered

During and after the event...
Enjoy your event and have fun with it knowing you are supporting a great cause. Please share plenty of photos on social media and tag us on Facebook, Instagram or Twitter.

Remember to thank all your supporters and don’t forget to donate the funds. Details on how to deposit funds to PKD Australia can be found on page 7.
Guidelines

These guidelines outline the roles and responsibilities for individuals or groups planning to raise funds for PKD Australia (PKDA) through activities and events, as well as any way we can help support your event.

1. In accordance with the Fundraising Institute Australia PKD Foundation Australia is required to authorise all community fundraising events/activities.

2. Authorisation can only be issued once we receive your application to fundraise on behalf of PKDA, the fundraising activity is not high risk and the fundraising activity is undertaken in accordance with these guidelines. Once your activity has been approved, PKDA will send you a Letter of Authority to Fundraise confirming that you can hold your fundraising event/activity.

3. The fundraising activity shall be conducted in the authorised fundraiser’s name and is the sole responsibility of the fundraiser, including obtaining any/all necessary insurance, licences and permits required to conduct the fundraising activities. Events that are authorised through us will be eligible to participate in the Insurance policy that covers the Foundations fundraising activities. If there should be an accident at an authorised fundraising event you must contact us as soon as practical to report the incident and we will then provide assistance as available under the policy.

4. The event must meet the requirements of relevant laws and regulations within each state or territory and compliance with relevant laws and regulations is the responsibility of the fundraiser.

5. If the fundraiser wishes to include PKDA’s name and/or logo on any materials or products, prior written permission must be obtained. All written material, including media releases, must be forwarded to PKDA for approval prior to being printed or circulated.

6. If the fundraiser wishes to refer to or promote PKD Foundation of Australia we prefer to be referred to as either PKD Foundation of Australia or PKD Australia (PKDA).

7. It is the responsibility of the fundraiser to keep an accurate record of all income and expenses associated with the fundraising activity and copies of all receipts and invoices for all expenses are to be provided to the PKD Australia within 30 days of the conclusion of the activity. The fundraiser must also keep bank deposit information.
8. Funds raised are to be returned to PKD Australia within 14 days of the fundraising activity. Please reference the authorised fundraiser’s name and the name of the event. Monies can be deposited using PKDA’s details below.

Bank Transfer: Bank: ANZ; BSB: 012 323; Account number: 290 372 354  
Cheque: PKD Foundation of Australia, P.O. Box 20, Roseville, NSW 2069.  
Fundraising Page: Alternatively, you may wish to set up your event and collect funds through our Everyday Hero page.

9. The Receipt Log must be returned to PKDA so that we can issue official tax receipts. Tax-deductible receipts can only be issued to people donating amounts of $2 or more.

10. All expenses and costs associated with the fundraising activity will be paid by the fundraiser and are not the responsibility of PKDA.

11. If approval is given, PKDA will issue the fundraiser with an Authority to Fundraise. Permission to fundraise will be granted for either one year (if the fundraising is to be ongoing) or up until a nominated end date. PKDA reserves the right to withdraw this authority at any time should any of the above conditions not be met. If this authority is terminated PKDA shall give written notice.
Tax Guide

Donations to PKD Australia over $2 are tax deductible

A donation is a voluntarily made by an individual, group or organisation in which no material benefit is received.

If an individual receives something in return for their donation (e.g. tickets to attend an event or the chance to win something in a raffle) it is not considered a tax-deductible donation.
Application to raise funds for PKD Australia

a) Your name: .........................................................................................................................

b) Your address: ........................................................................................................................

c) Name of event: .....................................................................................................................

d) Description of event: ..........................................................................................................  

e) Date & time of event commencement: ..............................................................................

f) Date & time of event conclusion: .......................................................................................  

g) Venue: ..................................................................................................................................  

h) How will funds be raised? (eg. raffle, auction, sponsorship, donation etc.)

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I, the fundraiser, have read, understood and agree to abide by PKD Australia’s Community Fundraising Guidelines, and I understand my obligations with regards to holding my event in accordance with the terms and conditions of these Guidelines.

Signature: ......................................................................................................................................

Full name: ....................................................................................................................................

Organisation name (if applicable): .............................................................................................

Date: ...........................................................................................................................................

Please complete this form and email it to admin@pkdaustralia.org to receive your community fundraising pack and letter of authority to fundraise.

Thank you for deciding to raise funds for PKD Australia. The funds you raise will support PKDA grants, funding research and medical initiatives to find treatments and ultimately a cure for PKD.
Thank you.