



Facts Sheet 2: "OK, I'm in. What's next?"

General Notes

- ✓ Any person or organisation fundraising in NSW must, by law, have an 'authority to fundraise'. African AIDS Foundation has this authority. AAF is able to endorse activities under this authority when:
 - We have received a written application - the Let's Work Together Form
 - We are satisfied that the activity will produce a reasonable return after expenses have been deducted.

- ✓ The "Let's Work Together" form provides the basis for a fundraising activity to be organised by the coordinator in conjunction with the Foundation.

- ✓ "Coordinator" means the individual or organisation arranging the fundraising activity in conjunction with African AIDS Foundation.

- ✓ Once the *Colours and Shades AIDS Day* is endorsed, the Foundation will send the coordinator an endorsement letter confirming the Foundation's involvement.

- ✓ It is important to remember that the event will not be the African AIDS Foundation's event, but an event organised by you to raise funds for donation to the Foundation.

- ✓ Please be aware that the Foundation, for ethical and legal reasons, does not endorse activities involving children in soliciting funds.

Finances and Receipting

Bank account for the fundraising event

- ✓ It is a requirement of the Charitable Fundraising Act, that accurate records of income and expenditure are maintained and that the money received in the course of a fundraising appeal be immediately paid into a separate bank account for that appeal.

- ✓ An account has been established at St George bank for the *Colours and Shades AIDS Day*. It will be important that you bank the funds from your *Colours and Shades AIDS Day* into this account within 14 days of the event.
- ✓ A deposit slip will be sent to you with the letter of endorsement.

Other Records

- ✓ The financial aspects, fundraising, record keeping and management of the fundraiser/event are entirely the responsibility of the coordinator. You must complete the Fundraising Declaration in order for the Foundation to comply with the Charitable Fundraising Act.
- ✓ Please keep all documents related to your *Colours and Shades AIDS Day* and provide sample copies of your records to the Foundation.
- ✓ It is really important that the Foundation keeps all fundraising expenses to a minimum. If you expect to have any expenses for your *Colours and Shades AIDS Day* please discuss it with the Foundation representative prior to spending any money. This is in accordance with the Charitable Fundraising Act.
- ✓ All money collected must be accurately recorded by the coordinator on the Fundraising Declaration Form, which will be provided with your letter of endorsement. This must be returned to the Foundation together with a copy of the deposit slip for funds from the *Colours and Shades AIDS Day* within fourteen (14) days of the event. The Foundation will then issue you with a receipt in the name of the event.
- ✓ Please note that African AIDS Foundation cannot provide receipts for tax purposes. We are seeking authorisation as a Deductible Gift Recipient, which will allow for tax-deductible gifts.

Resources for your event

- ✓ The Foundation is able to provide items such as printed information and posters, to promote the work of the Foundation
- ✓ The website has great tools to help draw attention to your event such as:
 - Information about African AIDS Foundation and its partners

- The power point presentation on "Khayelihle";
- Downloadable colouring sheets;

✓ A representative from the Foundation may be able to attend your event to speak about the work of the Foundation.

Where do the funds you raise go?

All money raised by you for AAF will go to the organisations we support. Since its inception, all of the Foundation's administrative expenses have been, and continue to be, absorbed by Dr John Schwarz and his surgery. Copies of Annual Reports and Newsletters are available on request.

African AIDS Foundation (ABN 39 095 833 935)
Postal Address: Post Office Box 701, Narellan. NSW. 2567.
Registered Office: 37 Hilder Street, Elderslie. NSW. 2570.
Telephone: (02) 4658-0580 Fax (02) 4658-0887
www.africanaidsfoundation.org.au aaf@ispdr.net.au