

# Fundraiser Guidelines

## Media

It is your responsibility to generate awareness and publicity in the media about your fundraising activity.

LIVIN reserves the right to approve any media releases, artwork, activity description wording about LIVIN before it is published or distributed. This is to ensure that the activity and LIVIN's involvement are represented correctly. If you are unsure about how to describe LIVIN in any promotional material for your activity, please contact our Fundraising Team via [fundraise@lavin.org](mailto:fundraise@lavin.org).

If the media contacts you for information about LIVIN, bipolar, depression or anxiety, or information regarding treatment for mental health conditions, you should contact LIVIN via [info@lavin.org](mailto:info@lavin.org). You are not authorised to speak on behalf of LIVIN. You may, however, speak about the fundraising activity itself. Please also remember that it must be made clear to the public that funds being raised will be donated to LIVIN, and that you do not represent LIVIN directly.

## Basic Obligations

Your basic obligations are to ensure that: You keep, and provide LIVIN with accurate financial records of your activity, including your receipts for expenses. All funds raised are deposited into LIVIN's bank account within 14 days of completion of your fundraising activity.

LIVIN cannot pay or reimburse and expenses incurred by you as a result of the fundraising activity. However, you can deduct your expenses from the proceeds of the activity, provided this is properly documented. As a guide we suggest that the total expenses should not exceed 30 percent of total proceeds.

## Social Media

Share it! We encourage the use of social media to promote and share your event. Remember to tag us in your posts [#lavinorg](https://www.instagram.com/lavinorg) [#itaintweaktospeak](https://www.instagram.com/itaintweaktospeak)

Please be mindful of others when posting on social media. Comments or posts that are considered offensive or harmful will be deleted.

## Branding Your Event

LIVIN has a special 'Proudly Supporting LIVIN' logo that can be requested by approved fundraisers for use on your promotional materials. Use of this 'Proudly Supporting LIVIN' logo is permitted at LIVIN's discretion and all printed promotional materials featuring LIVIN's name and logo need to be approved at the design stage by LIVIN (prior to print and distribution). Please direct all logo and logo approval requests to [fundraise@lavin.org](mailto:fundraise@lavin.org).

## Financials

Recording of all financial aspects of your fundraising activity are your responsibility. These include record keeping, management of funds and depositing of funds raised onto your dedicated fundraising page or LIVIN's bank account. Please contact [fundraise@lavin.org](mailto:fundraise@lavin.org) for bank account details.

## Issuing a LIVIN Receipt

LIVIN can provide a tax deductible receipt for all donations of \$2 or more. If any of your supporters require a tax deductible receipt, please complete the Donor Receipt Form included in this Fundraising Kit and LIVIN will issue them a receipt once we have received all monies from you.

PLEASE NOTE: You cannot claim a personal tax deduction for monies received and/or donated on behalf of others. You cannot claim a tax deduction for gifts that are donated to your activity. If preferred, you can keep a register of all attendees eligible for a tax deductible receipt on the enclosed Donor Receipt Form. Individual receipts can then be sent by LIVIN to all those listed.

## Third Party Permits

Third party permits and permissions may also be required for your activity. If you're holding a large event, consider informing the police and ambulance service. Your state and territory police service may have specific guidelines to follow also. Please contact your local council to find out if your activity requires a local government permit.



## Recognition as a LIVIN Fundraiser

Genuine registered and approved LIVIN community fundraisers can be identified by an Authority to Fundraise and can be requested by contacting [fundraise@livin.org](mailto:fundraise@livin.org)

LIVIN keeps a record of everyone who registers to hold a fundraising event. If you are unsure if someone has registered with LIVIN, please contact us at [fundraise@livin.org](mailto:fundraise@livin.org).

## National, State & Territory Law

National, state and territory laws and regulations must be adhered to when completing fundraising activities. There is a Charitable Fundraising Act or equivalent in each state and territory to which LIVIN and people fundraising on behalf of LIVIN must follow. Liquor licensing and preparation of food regulations but also be considered depending on the type of activity you're hosting.

To find out more about funding legislation in your state or territory, please contact the relevant authorities.

## LIVIN is Not Responsible For The Following

- LIVIN will not release donor, employee, volunteer or contact information.
- LIVIN will not offer funding for an event or reimburse event organisers for expenses incurred to put on an event.
- LIVIN will not guarantee promotion of your event via our social media channels, publications or other means.
- LIVIN can not guarantee staff attendance at your event.
- LIVIN will not be responsible for selling tickets to your event.
- LIVIN can not guarantee merchandise or other products for your event.
- LIVIN can not assist in attaining permits or permissions for your event.
- LIVIN will not allow LIVIN staff to solicit monetary or in-kind sponsors or donors on your event behalf.
- LIVIN will not guarantee contacts or make contacts with LIVIN ambassadors or board members.

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For more information regarding our guidelines, policies or procedures please email our fundraising team at [fundraise@livin.org](mailto:fundraise@livin.org).

LIVIN.ORG  
@LIVINORG

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