



## **NSW Police Legacy Community Fundraising Guide**

This guide has been created to encourage and help motivated individuals wanting to raise funds for NSW Police Legacy and the Police Family. If you have any questions, please get in touch! You'll find the contact details at the end of this guide.

### **WHY WE NEED YOU**

NSW Police Legacy is the NSW Police Force Charity. We support both serving and retired police officers in times of tragedy and need, and care for the wider police family when they are facing difficult times. We are here for the widows, widowers and dependent children that are left behind – our Police Legatees. And with each new Police Legatee that comes into our care, our financial needs increase.

Every dollar you raise means we can continue to fund our key priorities:

#### Financial Assistance:

- Education grants
- Tertiary scholarships
- Welfare grants
- Trust fund administration

#### Social Connection:

- Social meetups right across the state
- Annual Christmas and Easter functions
- Family Picnics
- Children's holiday camps
- 18-25 year old camp
- And more!

## PLANNING YOUR FUNDRAISER

Starting is the hardest part. The 4 easy steps below will help you get the ball rolling.

### STEP 1: Who's on your team?

Decide if you want to organise your fundraising initiative by yourself or with a committee, and select a committee leader.

### STEP 2: The 5 W's / setting your goals

- **Why** are you fundraising?
- **What** are you trying to achieve and what is your budget?
- **Who** are you wanting to participate and donate?
- **Where** will your fundraising take place?
- **When** will your activity take place – over one day? Over a certain period of time? Ongoing?

### STEP 3: Brainstorming your idea

Keep it simple, keep your costs low, don't be afraid to ask people for support, say thanks and have fun!

What have past community fundraisers done?

- Trivia Night
- Morning Tea or BBQ
- Wear what you want / themed dress day
- Birthday Fundraiser
- Online Appeal
- Fun run
- And more!

### STEP 4: Make it official

Complete and sign the Fundraising Registration Form and return to NSW Police Legacy. Please don't start fundraising until you receive your Letter of Authority and Event ID.

*Hot tip – create a list / record of things you need to action, create a deadline for each item and allocate the task to someone on your organising team.*

## LEGAL BITS

Be sure to consider legal requirements when fundraising. You can find everything you need on the Fair Trading Website (<https://www.fairtrading.nsw.gov.au/charitable-fundraising>).

### Authority to Fundraise

Once you've registered your event with us, you will be sent a Letter of Authority to confirm that we have received your details and have approved your fundraising activity. **You can't raise money without this letter.** It's a legal requirement. You will also be given an Event ID for easy reference.

### Money Management

It is your responsibility as the organiser to ensure appropriate financial management of your fundraising event.

### Tax receipts

Receipts for tax deductible donations of \$2.00 or more can only be issued by NSW Police Legacy. If a donor has requested a receipt, please collect their information and provide this to us together with the funds raised. Please note that tax deductible receipts cannot be issued if a person receives goods, services or 'a chance to win' in return for the money given (i.e. they purchase an auction item or raffle tickets).

### Licences

Most fundraising activities conducted by authorised representatives (as shown on your Letter of Authority) are covered under NSW Police Legacy's fundraising licence. However you should check that your event doesn't require separate consideration by the appropriate Government department. Some events like raffles require a licence. Check with the Liquor and Gaming NSW ([www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au)). If your event involves volunteers being in contact with children, they must complete a 'Working with Children Check'.

### Event Insurance

Your event won't be covered by NSW Police Legacy's insurance so it's important to ask your local insurance broker about cover for any event you're planning.

### Health and Safety

- Identify risks, complete a risk assessment and have measures in place to minimise risks.
- If you think you'll need first aid support on hand, contact St John's Ambulance for support.
- If you sell food in a public place, hygiene laws will apply.

## COVID-19

COVID-19 safety plans are *mandatory* for all events. Check the NSW Health website for all the latest details: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>

Your Covid-19 safety plan must be in place one month out from your event. Contact us if you have any questions.

## PROMOTE

### Our logo

The NSW Police Legacy name and logo cannot be used without our permission. If you wish to use branded items for your event or activity, please discuss this with us to ensure they are within our branding guidelines.

### Naming your event

When naming your event, please note that our charity name is not to be used as part of the event name, as that would indicate that the event is hosted by NSW Police Legacy. We do encourage the use of our name to explain that the funds are being raised to support our organisation, however.

| Acceptable   | Not Acceptable  |
|--|---|
| Fun Run proudly supporting NSW Police Legacy<br>Morning Tea with net proceeds to NSW Police Legacy<br>\$2 from every sale will go to NSW Police Legacy | NSW Police Legacy Fun Run<br>NSW Police Legacy's Market Day<br>NSW Police Legacy Trivia Night |

*Prior approval must be sought from NSW Police Legacy for any printed materials or advertisements associated with the event or fundraiser and no other charitable or non-charitable organisation shall benefit from the fundraiser.*

### Media

If you are speaking to local media and a journalist asks you for any specific information about NSW Police Legacy please refer them directly to us.

## EXPENSES AND RECORD KEEPING

The law requires you to keep records of income and expenditure relating to your fundraising event or activity. All costs and debts associated with the activity are the responsibility of the organiser.

### When it's over

NSW Police Legacy is to receive all funds raised within 14 days of your activity ending. If your beneficiary is for a specific member of the Police Family, NSW Police Legacy is to transfer the funds to them for transparency.

The Fundraising Activity Report must also be completed post event to outline your Income and Expenses and to include the bank details of your beneficiary if it is not NSW Police Legacy. All financial records need to be emailed also.

Payment methods available:

**Direct Debit – preferred**

Account Name: NSW Police Legacy Bank: Police Bank

BSB: 815-000

Account Number: 45666

(If transferring from another Police Bank account please add S1 to the end of the account number)

Reference: Please use your Event ID

**Cheque** - Made payable to 'NSW Police Legacy' – please write your Event ID on the back.

NSW Police Legacy

PO Box 20065

World Square NSW 2002

**Cash** - You are welcome to personally deliver to our office in Sydney's CBD. Please email your income and expenditure reports to the Fundraising Manager referencing your Event ID.

**FURTHER RESPONSIBILITIES**

- Only commence fundraising once you have been granted your Authority from NSW Police Legacy.
- You are solely responsible for your fundraising activity. NSW Police Legacy staff cannot help you solicit prizes, sponsorship or organise media and publicity.
- Your fundraising must be conducted in accordance with all applicable laws, and must obtain any permits authorities or licences needed.
- Children under the age of 16 years of age must be accompanied by an adult when collecting donations.
- The organiser is responsible for ensuring the safety of the event, including organising appropriate public liability insurance, and providing first aid if required.
- Strictly NO door-to-door appeals, street collections or telephone solicitations are to be made to the general public for donations in connection to the event.
- The organiser is expected to maintain regular contact with NSW Police Legacy and to provide an ample amount of information about the event. Any changes must be reported prior to the event as a new Letter of Authority may be required.
- Organisers must be clear in all dealings with the public, sponsors, and supporters that they do not represent NSW Police Legacy or the NSW Police Force but are acting on their own behalf to raise funds for us. It is illegal to pose as a NSW Police Officer.
- Because of the nature of our charity and its associations with the NSW Police Force, all organisers must ensure that they uphold the standards and values of NSW Police Legacy. We cannot be associated with events or organisations that deal with alcohol, gambling, or dangerous sports. Organisers must ensure that they abide by the NSW Police Legacy Sponsorship and Endorsement Policy when approaching sponsors and are not permitted to approach celebrities using the charity name without prior approval.
- NSW Police Legacy reserves the right to withdraw our approval should it be necessary to protect our reputation and charity number. In this situation, the Letter of Authority and all money raised must be returned within 7 days and all fundraising must cease immediately.

## **ADDITIONAL SERVICES**

### **Online Event Page**

NSW Police Legacy can offer our Community Portal as a platform to host your online appeal or event registration page. There is a small merchant fee applicable (NSW Police Legacy does not make profits from the fees in place).

### **Promotion**

NSW Police Legacy is also able to offer a onetime promotion via our Social Media channels at a time of our choice.

## **APPLY TO FUNDRAISE NOW!**

Contact Andrew Wilcox, Fundraising Manager

E: [andrew@policelegacynsw.org.au](mailto:andrew@policelegacynsw.org.au)

P: 02 9060 0704

[www.policelegacynsw.org.au](http://www.policelegacynsw.org.au)