

Fundraising Toolkit



Two women are standing outdoors on a grassy area with trees in the background. They are both wearing purple t-shirts with the text 'WALK4 HOPE' and 'Huntington's Australia' printed on them. The woman on the left is wearing black leggings and white sneakers, while the woman on the right is wearing black leggings and black sneakers. They are both smiling at the camera.

Thank you for choosing to help Huntington's Australia

We are deeply grateful to everyone who supports Huntington's Australia by hosting fundraising events to help provide essential services for people with Huntington's disease and their families.

This information pack is designed to guide you in organising your own fundraiser. It includes tips, guidelines, and details on your responsibilities.

Before you begin, please review these guidelines to ensure your event is fun, successful, and legally compliant.

No matter the size of your event, we sincerely thank you for your support!

Our Fundraising Process at a Glance

STEP 1 Choose your event

Decide on the type of fundraising event you'd like to host and understand your role as a fundraiser.

STEP 2 Contact us

Let us know about your event or activity by emailing us at fundraising@huntingtonsaustralia.au.

STEP 3 Receive Approval

We'll send you a Letter of Authority to confirm approval.

STEP 4 Organise Your Event

Get started with your event planning!

STEP 5 Set Up a Fundraising Page (Optional)

Easily track donations and generate receipts automatically through platforms like [Grassrootz](#)

STEP 6 Submit Funds

Within a month of your event, send us the funds raised and required paperwork.

Choose an event that you're comfortable with and can confidently achieve.



Organising a Fundraising Event



STRAIGHT FORWARD



- Ask a friend or family to donate Enter to complete a run, walk or cycle, then ask friends to sponsor you
- A dinner party in your home for friends and ask for an “entry fee”
- Host a games night with your friends
- A movie night with friends and family and ask for a donation
- Attend a Huntington’s event like Walk 4 Hope



MEDIUM COMMITMENT



- Arrange a small raffle
- Your own sporting event
- Dinner at a local restaurant
- Movie night at a local cinema
- Comedy night at a local venue
- Street fair stall
- Have a High Tea 4 HD



SIGNIFICANT COMMITMENT



- Large Charity Auction Complete your own Challenge
- Event – e.g. cycling, running, swimming
- Hold a Gala event such as a ball or large dinner
- Trivia night at a venue
- Golf Day at your local club
- Raffle with significant return

Proposal to Fundraise

Once you have carefully planned the scope and details of your fundraising event or activity, please email us at fundraising@huntingtonsaustralia.au.

We will approve the proposal if we find that:

- it aligns with Huntington's Australia's aims and values.
- it is expected to yield a reasonable return after expenses.
- it does not pose high risk.
- organisers have the necessary experience to run it.
- applicants understand and agree to our fundraising guidelines.

All events carry potential risks, including physical harm to participants, potential shortfalls in anticipated funds, and reputational risk to Huntington's Australia if poorly managed or negatively publicised. Your application will be evaluated on its risks and, crucially, on your approach to risk management. If approved, it will be essential to continuously manage these risks.

We are here to help you make your event a success and will contact you to discuss the proposal further.



Authority to Fundraise

In Australia, any individual or organisation wishing to raise funds must, by law, hold an 'Authority to Fundraise.'

Once we approve your event or activity, you will receive confirmation and an official letter granting you the legal 'Authority to Fundraise' on behalf of Huntington's Australia. Until you have received this letter, you are not authorised to fundraise or advertise fundraising activities for Huntington's Australia.

After receiving initial approval, please stay in contact with us. We are here to support you in reaching your goals and can provide guidance throughout the process.

Please remember that your event or activity will not be considered an official Huntington's Australia event. It is an independent initiative to raise funds that will be donated to us upon completion. If you are using a fundraising platform such as Grassrootz, funds will be automatically transferred to Huntington's Australia.



**When promoting your event or activity,
the suggested wording is:**

*"proudly supporting
Huntington's Australia"*

or

*"funds raised will support
Huntington's Australia"*

How we can help and work with you

Once your fundraising activity has been given the go-ahead, there are many ways we may be able to help you:

- Tips to help make your event a success
- Assist you with links to fundraising websites
- Help you to create your own fundraising page
- Promote your event to Huntington's Australia database and networks
- Promote your event on our website and social media channels
- Tax receipts for you to give to donors
- Certificates of appreciation for your volunteers and prize donors
- Ensuring that raffles comply with the legal requirements in the state where the event will be held.



Please note that we are NOT able to provide the following:

- Reimbursement for any expenses incurred
- Contact lists for you to use in promoting your event
- Huntington's Australia staff to help coordinate or run the event
- Licenced applications outside the fundraising licence of Huntington's Australia
- Prizes, auction or raffle items.

Finances

Accurate records must be kept to enable Huntington's Australia to comply with the regulations of the Charitable Fundraising Act 1991, this means you must:

- Keep a balance sheet which records the income and expenditure for your event/activity.
- To maximise the impact, aim to keep expenses below 50% of total proceeds, taking all reasonable steps to minimise costs.
- Expenses must be recorded and accounted for.
- If you are planning a large event; open a special bank account and close it at the end of your event
- All funds raised, along with financial documentation, must be submitted within 28 days of the event/activity.
- Funds should be returned as a single lump sum; however, in some circumstances, Huntington's Australia can assist with processing payments including credit card donations, if needed. In such cases, please submit payment details to Huntington's Australia promptly after the event.
- Huntington's Australia can also provide official receipts as required; however, it is important to note that not all payments will be tax-deductible. Generally, only straight donations (for which nothing is given in return) are tax-deductible. Items such as tickets or auction purchases are not normally tax-deductible. If contributors require tax-deductible receipts, please indicate this on your application, as it will need to be discussed in advance.



Legal Accountability

The fundraising event/activity will be the sole responsibility of the approved applicant including ensuring all requirements of current and relevant laws and regulations are met.

These may include:

- Insurance (i.e. it is the responsibility of the applicant to arrange public liability cover)
- Licences and Council Permission (i.e. local council approvals)
- The provisions of the Charitable Fundraising Act and Regulation

Huntington's Australia reserves the right to refuse authority for events that are deemed dangerous or unacceptably risky. This may include activities involving:

- Animals or animal rides
- Motor vehicle and motor bike racing
- Dangerous machinery
- Alcohol or drug use

Huntington's Australia does not endorse events that may adversely affect your health, or which involve the use of firearms, missiles, explosives or fireworks. All fundraising activities must comply with Australian laws and regulations.

Use of the Huntington's Australia Name and Logo

When we approve your event/activity, we may endorse the use of Huntington's Australia name or logo for your promotional material. However, each time you wish to produce materials (either electronic or physical) with the Huntington's Australia name or logo, you must obtain approval from us first.



This includes, but is not limited to, press releases, brochures and signages. Approval must be granted by Huntington's Australia before printing, distributing or displaying publicly.

It is important that you refer to the appropriate Huntington's Australia entity for different purposes. For all publicity and promotion purposes, please use our name Huntington's Australia.

Sponsors

Approaching companies for sponsorship for your event/activity can be a great way to minimise expenses, however it is important to discuss and secure approval from Huntington's Australia before approaching sponsors to ensure that they are not existing or prospective sponsors of Huntington's Australia.

Having your event sponsored really helps your bottom line.

Publicity & Promotion



We want your fundraising event/activity to be a fantastic success and hope that many people will support it. We have found that the best support comes when people have some interest in the area that you are fundraising for or have either read or heard about the event/activity.

The most common ways to gain publicity are:

- a story in your local or regional newspaper or a specialised publication
- talk back radio
- an article in your work, church or school newsletter
- a poster or flyer to be distributed through targeted sources
- enlist your workplace to promote through their networks
- circulate information through your local community clubs such as Probus, Lions, Rotary clubs, sporting clubs and special interest groups
- recruit the help of friends, family and colleagues to spread the word
- Banners to promote the event
- Social media such as Facebook, Twitter and Instagram
- Your email signature to include details of the event

Once again, we thank you for thinking of Huntington's Australia as the beneficiary of your fundraising activity.

We hope this information has been useful and has given you some helpful guidelines.

To begin the process, we ask that you send us an email fundraising@huntingtonsaustralia.au and we will be in contact.

Should you have any questions, please do not hesitate to contact us.



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