

WILL DONATIONS BE TAX DEDUCTIBLE?

If the person is donating out of the goodness of their heart and not getting anything in return, then yes, their donation of \$2 or more will be tax deductible.

Whenever someone gives a tax deductible donation, you must use the receipt book to record this donation and hand them one of our official receipts.

If, however, they are getting something in return, such as a slice of yummy homemade apple cake or the chance to win a prize, then no, it's not tax deductible and you should not give them a receipt.

IMPORTANT

When you are collecting personal information from anyone, it's very important that you keep it secure, pass it to us as soon as possible and destroy it once you have done so.

When you are collecting cash, please ensure that it is kept in a sealed box that is clearly labelled and if you have more than one, they should be numbered.

WHEN YOU'VE RAISED THE MONEY

Read and complete the Statement of Reconciliation and mail to the address below.

Who do I return my receipt books, Fundraising Agreement and Statement of Reconciliation to?



MELBOURNE CITY ROMP
Burnet Institute
GPO Box 2284
Melbourne, VIC, 3001

USING YOUR RECEIPT BOOK

Enclosed with this brochure is your official fundraising receipt book.

When a person makes a donation to Burnet (whether that donation is by way of cash, cheque or credit card) and doesn't get anything in return, you are required to recognise that person's donation by filling out a page of the receipt book and handing them a receipt. Please note that you must not use the receipt book if you are taking receipt of payments for cakes or raffle tickets.

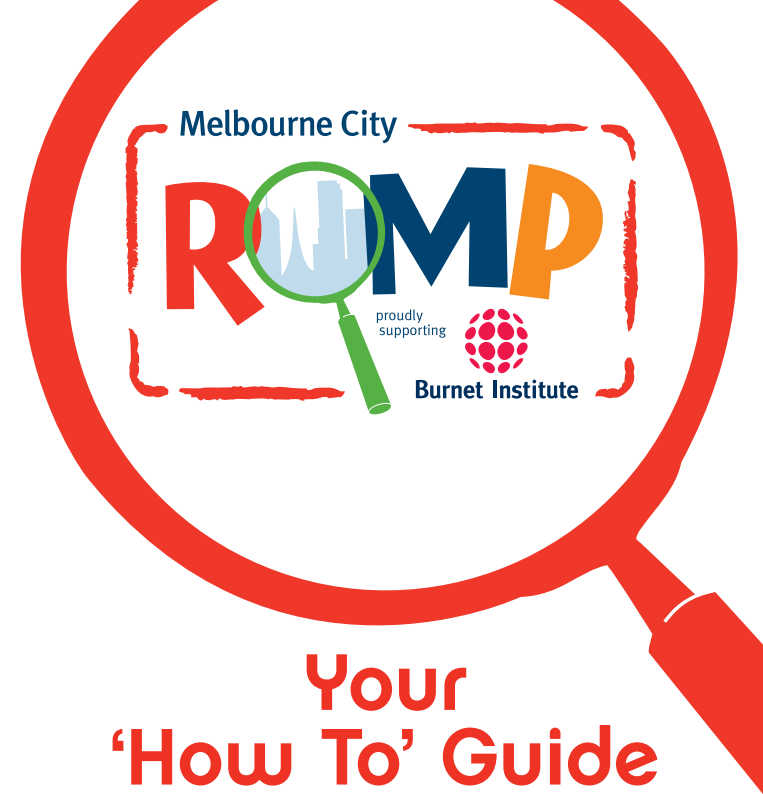
Please ensure you follow these tips when completing the receipt book:

- Fill out a receipt and give it to the donor immediately upon receiving their donation;
- Make sure that the amount you write on the receipt exactly equals the amount received from the donor;
- Make sure you put the cash or cheques into your sealed collection boxes;
- Make sure that every field on the receipt is fully completed;
- In the case of credit card donations, make sure the donor signs the receipt in the correct place – it's really important that you get their signature;
- Use a black or blue pen – no pencils; and write as clearly and neatly as possible.

Example

Steve walks up to a house, knocks on the door and is welcomed by a woman who wishes to support Steve's Romp efforts. The woman hands Steve \$20, who immediately puts the \$20 into his sealed collection box. Steve then writes out a receipt in a black pen and hands it to the cheerful woman before approaching the next house.

Romp for a Cure
www.cityromp.com



Your 'How To' Guide to Fundraising

www.cityromp.com



"Thanks for supporting us!"

All donations go to...  **Burnet Institute**
Medical Research. Practical Action.

Dear Romper,

Thank you for Romping for a Cure and supporting the Burnet Institute.

This year, on top of the 'Points for \$'s', there's also some awesome prizes up for grabs for all of our fantastic Romp fundraisers.

- Raise over \$100 and be in the running for prizes in our Bronze Prize Pool,
- \$200 or more for the Silver Prize Pool; and
- \$300 or more for the highly sought after prizes in our ultimate Gold Prize Pool

These prizes will be drawn based upon the funds raised by 21 March 2010.

The easiest way to raise funds to help fight The 'Big Three': HIV, TB and malaria, is to get your friends and family to sponsor your team, which can be done easily using their Visa or Mastercard on the City Romp website www.cityromp.com.

However, as we know some of you are super keen beans, we've also come up with a number of other ways that you can put the 'fun' into fundraising. We've listed some ideas in this booklet but if you'd like some more, check out our website www.cityromp.com.

As fundraising has a number of legal requirements, please make sure you read and adhere to the following instructions.

Happy fundraising and we look forward to seeing you on the 21st of March!

Thank you and good luck!

The Romp Team

askus@cityromp.com
Phone: (03) 8506 2350



WHY FUNDRAISE?

At Burnet we're fighting The 'Big Three': HIV, TB and malaria. Globally, these bugs cause more deaths than any other infectious diseases.

- **TB** infects a person **every second**
- An estimated **33 million** people are living with **HIV**
- A child dies from **malaria every 30 seconds**



We're doing some great work but we need your help!

SOME FUN FUNDRAISING IDEAS...

- **Wear a crazy outfit on Romp Day.** And get everyone to sponsor you for your brave (crazy!) efforts.
- **Out tray sale at work.** We've had car boot and garage sales, why not stock your out tray with the trinkets you don't want anymore? Someone else may love those earrings!
- **Sell your services for a day** to iron, clean, cook, dog walk...
- **Hold a bad taste day at work/school** – the worst shirt, shoes or dress wins!



SOME SPECIFIC INSTRUCTIONS...

Door knocking

If you're planning on doing some door knocking for donations, there's just a couple of things you will have to download first from our website:

www.melbournecityromp.com/fundraising

- You must print and wear the **Official Fundraising Badge**.
- Please print and sign the Fundraising Agreement and mail it to us by **31 May, 2010**.

Cake stalls

(or other events where food will be sold)

If you decide to cook up some tasty treats to sell to your friends and colleagues, it's very important that you follow health and safety guidelines. If any of the items you are selling contain nuts, it's very important that you mark them as such. To find out more info on how to safely handle food please go to:

www.health.vic.gov.au/foodsafety/pubs.htm

You'll also need to let your local Council know you're holding the sale and fill out a quick form at www.health.vic.gov.au/foodsafety/downloads/events_template.pdf.

Once you have completed this you'll be given a permit for the cake stall (or similar).

Raffles

We know that a number of you have managed to sweet-talk local businesses into donating items for you to raffle off, which is **fantastic!** We are more than happy for you to do this on our behalf. There's just a couple of important points to consider:

- Please ensure no prize is worth a total of more than \$5,000
- Certain rules apply for raffles held in Victoria and they depend on the value of the prize. Please check out www.vcgr.vic.gov.au (under FAQs/Community and Charitable Gaming) for a detailed description of the rules you will have to stick to. If anything is unclear please email askus@cityromp.com.