

# DeadlyScience Fundraising Guidelines

These Fundraising Guidelines have been developed to assist groups and individuals who are planning fundraising activities and appeals to benefit 'DeadlyScience'.

They outline the requirements of a 'fundraising supporter' connected with DeadlyScience, and reference requirements in line with federal and state fundraising legislation and regulations, as well as good practice for ethical fundraising.

They are not a substitute for your own legal advice, nor do they provide any legal cover to your event. Please note DeadlyScience is working toward creating a larger impact by moving towards cashless fundraising.

Please help your dollar go further by utilising your fundraising dashboard and digital payment options.

By registering for a DeadlyScience campaign (the "Fundraising Activity"), as a fundraiser you agree to the 'Terms and conditions' as set out on our website when you register, and these Fundraising Guidelines.

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## **1. What we do**

DeadlyScience is a not-for-profit charitable organisation dedicated to addressing STEM Poverty and Integrity. We provide STEM resources and learning experiences to regional and remote schools in Australia and connect young Indigenous people with STEM professionals.

Our aim is to close the STEM gap in the future generations of Australia's First Scientists – Aboriginal and Torres Strait Islander youth – in regional and remote communities that need support.

We are sending their teachers STEM resources and delivering culturally safe programs to ensure regional, remote and very remote schools have access to effective STEM learning experiences.

## **2. How you are helping**

Donations to DeadlyScience help:

- Develop and deliver Deadly Learners - Interactive online sessions giving young students a chance to learn key ideas, meet STEM professionals, ask questions and share knowledge
- Deliver Deadly STEM in Schools, a culturally appropriate, face to face STEM related learning opportunity for primary and high school students.
- The production, and distribution of Deadly Labs an at-home or in-class experiment kit for Indigenous learners.
- Deadly Pathways - reduces barriers to education for First Nations school students and provides access to STEM professionals in higher education

## **3. Your Responsibilities**

As a fundraiser of DeadlyScience, you are required to:

- Be responsible for the financial aspects, record keeping, and management of the Fundraising Activity and ensure that the Fundraising Activity complies with relevant fundraising legislation in your state or territory.
- Adhere to these fundraising guidelines.
- Record and submit to DeadlyScience anticipated income and expenses budget prior to commencement of the Fundraising Activity.
- Record and submit to DeadlyScience actual income and expenses report at the completion of the Fundraising Activity with explanation of material variances with budget.
- Comply with requests for routine spot checks.
- Comply with all applicable laws and requirements from government authorities in relation to your event and/or Fundraising Activity.
- Determine and implement adequate safety requirements for public liability insurance, work health and safety (including in relation to COVID-19 (if applicable), first aid, and security for your event and/or Fundraising Activity.
- Notify DeadlyScience of any changes to your Fundraising Activity, including event date, event details, income expectations or any other variances.

## **4. Effective date**

Your campaign registration is effective from the date you registered online via the campaign website. DeadlyScience has the right to seek information regarding your campaign registration, fundraising proceeds or records, for 6 years from the date of your Fundraising Activity or appeal.

## **5. Project timeline and key due dates:**

We understand that fundraisers are likely to be busy outside of your Fundraising Activities, so you will receive scheduled communications from us to assist you with planning your event including:

- A welcome call post registration from the DeadlyScience fundraising team.
- A progress call before your Fundraising Activity to assist with your planning.
- Helpful emails to support your event planning.
- A follow up call and email after your event date to support any banking or receipting requirements.

## **6. Fundraising events with a target more than \$5,000**

Protection of the public's best interest is at the heart of the Charitable Fundraising Act 1991 (NSW) and Charitable Fundraising Regulation 2021 (NSW). All Fundraising Activities registered with DeadlyScience with a target more than \$5,000 or above, including those events with a lower target but which raise more than \$5,000, are required to:

- Set-up and maintain proper financial records and accounts which can be audited by DeadlyScience if necessary and upon request
- Complete and submit a proposed event budget within 4 weeks of registering with DeadlyScience, or 8 weeks prior to the event date, whichever is the later to [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au)
- Provide a Statement of Income and Expenditure, with copies of receipts and all expenditures, to DeadlyScience within 14 days of the conclusion of the event. The fundraiser must provide a calculation showing the net proceeds of the Fundraising Activity and DeadlyScience's share of those proceeds in accordance with the Letter of Authority to fundraise that DeadlyScience grants. DeadlyScience's share of fundraising net proceeds must be deposited to DeadlyScience's nominated bank account no later than 30 days after the Event Date, in accordance with the Letter of Authority. If required, an invoice will be provided to the fundraiser for the amount remitted to DeadlyScience.
- DeadlyScience conducts routine spot checks for auditing purposes. Fundraisers are required to keep all receipts for income, associated expenses, and in-kind support. Fundraisers may be asked to provide further information regarding the event or appeal relating to safety, insurance, and other risks.
- Submit an acquittal statement within 21 days of the conclusion of the event where the Fundraising Activity involved a grant

## **7. Fundraising Events with a target more than \$10,000**

All Fundraising Activities that have a fundraising target over \$10,000, or which have a lower target but raise over \$10,000, will be required to:

- Set-up and maintain proper financial records and accounts which can be audited by DeadlyScience if necessary
- Complete and submit a proposed event budget within 4 weeks of registering with DeadlyScience, or 8 weeks prior to the event date, whichever is the later to [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au)
- Provide a Statement of Income and Expenditure, with copies of receipts and all expenditures, to DeadlyScience within 14 days of the conclusion of the event. The fundraiser must provide a calculation showing the net proceeds of the Fundraising Activity and DeadlyScience's share of those proceeds in accordance with the Letter of Authority to fundraise that DeadlyScience grants. DeadlyScience's share of fundraising net proceeds must be deposited to DeadlyScience's nominated bank account no later than 30 days after the Event Date, in accordance with the Letter of Authority. If required, an invoice will be provided to the fundraiser for the amount remitted to DeadlyScience.
- DeadlyScience conducts routine spot checks for auditing purposes. Fundraisers are required to keep all receipts for income, associated expenses, and in-kind support. Fundraisers may be asked to provide further information regarding the Fundraising Activity or appeal relating to safety, insurance, and other risks.
- Submit an acquittal statement within 21 days of the conclusion of the event where the Fundraising Activity involved a grant

## **8. Authority to Conduct Event**

The registration of your Fundraising Activity does not provide fundraisers with authority to promote your initiative as an event of DeadlyScience. Fundraisers must first receive and sign a 'Letter of Authority', which DeadlyScience will provide once it is satisfied with the proposed conduct of the Fundraising Activity

## **9. Limitations/ Inappropriate roles or task**

As a DeadlyScience fundraiser, you are not permitted to:

- Solicit support from organisations that have a direct conflict of interest with DeadlyScience's core business, mission, or values.
- Procure or create any other DeadlyScience images, promotional materials, or logos other than those that are provided for your use and licenced to you in accordance with the Letter of Authority.
- Collect fundraising proceeds via a personal bank account
- Make representation on behalf of DeadlyScience in the media, without our prior written consent and consultation.
- Sign or authorise any contract on behalf of DeadlyScience's.
- Solicit financial support from 'vulnerable persons' as referred by <https://www.acnc.gov.au/for-charities/manage-yourcharity/governance-hub/governance-toolkit/governancetoolkit-safeguarding-vulnerable-people>
- Distribute funds outside of DeadlyScience without prior written approval.

## **10. Upholding DeadlyScience's standards**

Because of the nature of our organisation and its work, there are some Fundraising Activities with which we, or our brand, cannot be associated. It is important to decide whether your Fundraising Activity or appeal aligns with DeadlyScience's messages and values. DeadlyScience does not align to the following:

- Tobacco
- Gambling
- Violence
- Alcohol
- Illegal activities
- Racism
- Anything Threatening to Child Safety

DeadlyScience expects all Fundraising Activities and appeals to be held in a safe and responsible manner with consideration given to the nature and risk of the appeal or event. If you have any concerns about managing risk for your Fundraising Activity or appeal, please contact DeadlyScience. DeadlyScience reserves the right to withdraw your 'Letter of Authority' at any time including where it deems necessary in order to protect the safety of individuals and/or the reputation of DeadlyScience.

## **11. Planning the event**

Management of your Fundraising Activity or appeal is your sole responsibility. DeadlyScience can provide relevant fundraising resources as well as offering support and guidance regarding your fundraising, however it is ultimately your responsibility to comply with all applicable laws and these guidelines.

What we can do to help fundraisers be successful:

- Offer advice and expertise on event planning and budgeting.
- Provide templates and other resources.
- Provide key campaign messages and social media handles and hashtags.
- Supporter training and education materials.
- Provide receipts and Certificates of Appreciation.
- What we cannot do to help fundraisers:
- Provide onsite staff or volunteer support at your Fundraising Activity.
- Extend our tax exemption to you.
- Provide funding or reimbursement of supporter expenses, except under reasonable circumstances which is preapproved in writing.
- Solicit sponsorship revenue or goods for your Fundraising Activities.
- Provide celebrities / ambassadors for your Fundraising Activity.
- Provide mailing lists of donors, medical staff, employees, volunteers or vendors.
- Approach corporate partners for event sponsorship.

## **12. How we can help you be successful**

DeadlyScience offers various resources to support the success of your Fundraising Activity or appeal. These include, but are not limited to posters, fundraising tips, social media tiles as well as instructions on banking via your dashboard and writing a receipt. Resources can be found:

- Your welcome email
- Your campaign 'Host Kit'
- Sharable resources from your fundraising dashboard.

## **13. Public Liability Insurance**

All financial aspects, public liability and public safety are the responsibility of the fundraiser. Please ensure that you, and any space or venue used for your Fundraising Activities and any third-party suppliers at the event have the required public liability insurance. DeadlyScience will not provide Public Liability cover

## **14. Complying with the law**

It is the fundraisers responsibility to make sure your Fundraising Activity or appeal complies with the law.

For further details on the laws in your state, please see government websites relative to your state.

- [ACNC - ACT](#)
- [ACNC - NSW](#)
- [ACNC - NT](#)

- [ACNC - QLD](#)
- [ACNC - SA](#)
- [ACNC - TAS](#)
- [ACNC - VIC](#)
- [ACNC - WA](#)

We may be required to provide copies of information or documents that you give to us to one or more government departments. Fundraisers must advise DeadlyScience if you receive a notice or verbal request from a government department or regulatory authority requesting answers to any questions, the production of records or the lodgement of returns which relate to DeadlyScience or the Fundraising Activity or appeal.

### **15. Fraudulent behaviour**

Fundraisers declare that you will not engage in any fraudulent nor dishonest behaviour.

Serious fundraising misconduct or breaches of law, these guidelines, any policies or procedures we provide to you or dishonest or unethical behaviour (for example theft, fraud or misappropriation of funds) must be reported promptly via our online form at <https://DeadlyScience.org.au/about-us/whistleblowers>.

All other complaints should be directed to [info@DeadlyScience.org.au](mailto:info@DeadlyScience.org.au).

### **16. Promoting your fundraising**

Fundraisers will be provided with a range of digital 'campaign resources' to support the promotion of your Fundraising Activity or appeal. If a fundraiser would like to use the DeadlyScience logo on any of your promotional materials (including social media), please complete the 'Proudly Supporting' please email [marketing@DeadlyScience.org.au](mailto:marketing@DeadlyScience.org.au).

Fundraisers will be required to comply with the terms and conditions set out on that form.

Advertising material related to Fundraising Activities and appeals must:

- Clearly disclose that you are raising funds for DeadlyScience LTD.(Please note South Australia Restrictions to collecting for a Charitable Cause)
- Not be likely to cause offence to any person
- Not be likely to defame or harm the reputation of a person, brand or corporation (including DeadlyScience)
- Not be misleading or deceptive, or likely to mislead or deceive
- Not be conducive to a 'conflict of interest'
- Be accurate and truthful
- Not use any other DeadlyScience logos other than those approved.
- Not use any intellectual property of any other party (other than what is approved for use by DeadlyScience)
- Not contain any personal information about a person that may allow others to know their identity
- Not contain any words, images or audio material unsuitable for children
- Comply with all applicable laws, including the Spam Act 2003 (Cth)

All materials and collateral printed with our logo and/or name must also be approved by DeadlyScience prior to printing and distribution.

Your Fundraising Activity or appeal cannot be advertised as a DeadlyScience event. Please use the following on all promotional materials:

- 'this event is proudly supporting DeadlyScience' or
- 'funds raised will be donated to DeadlyScience.'

Any DeadlyScience key messages or logos sent to you from your DeadlyScience representative for use for your Fundraising Activity or appeal cannot be altered in any way.

Any DeadlyScience branded promotional materials or resources must be returned or destroyed within 21 days of your event.

### **17. Media and Public Relations**

To ensure the success of your Fundraising Activity, it is important to let as many people know about it as you can. Contacting your local media is one way to do this or tagging @DeadlyScience on social media.

Please do not contact any major media outlet before checking in with us.

To ensure we can support any media or public relations activity, please send your draft copy of promotional materials to DeadlyScience for approval before printing.

If you have any queries regarding publicity, please contact our DeadlyScience [marketing@DeadlyScience.org.au](mailto:marketing@DeadlyScience.org.au)

### **18. Donations and issuing receipts**

Donations made through any DeadlyScience website will automatically provide official DGR tax-deductible receipts for donations \$2 or more.

Please refer to ATO regarding what in-kind contributions can be receipted.

Please help your dollar go further by utilising your fundraising dashboard and digital payment options.

For any cash donations you receive (tax deductible or otherwise), the law requires that receipts are issued to all donors.

You will need to:

- count the donation in front of the donor; and
- note their name and contact details and the amount on the Receipt

Summary Sheet.

Please contact DeadlyScience at [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au) for a Receipt Summary Sheet. You will need to complete and promptly return this to [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au) for a receipt to be issued and to comply with the Charitable Fundraising Regulation 2021 (NSW) and Charitable Fundraising Act 1991 (NSW).

What is tax deductible?

- Donations over \$2 made by an individual or organisation

What is not tax deductible?

- Lump sum collections
- Purchases of raffle tickets
- Purchases of items e.g. chocolate, pens etc.
- The cost of attending fundraising events

For more information, please contact the Australia Tax Office at <http://www.ato.gov.au>, or DeadlyScience at [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au)

Please note these guidelines are not a substitute for your own legal advice and we encourage you to obtain specific advice pertaining to you and your event.

### **19. After the Event**

The law requires that the following items be returned to DeadlyScience:

- Receipt Summary Sheet (see "Issuing Receipts" section below)
- Income and Expenditure Form and any receipts, deposit stubs etc (if used for your fundraising).

Please return by email to [Fundraising@deadlyscience.org.au](mailto:Fundraising@deadlyscience.org.au)

### **20. Partnerships and Contracts**

If fundraisers engage any partnerships within your Fundraising Activity, please ensure obligations are strictly extended only to your Fundraising Activity.

Any contract or agreement that imposes obligations on DeadlyScience is required to be authorised by DeadlyScience personnel.

### **21. Fundraising or Event Grants**

Community grants are a fantastic way to reduce expenditure and increase local support. Local grants or in-kind support are often available through community groups and organisations such as local councils, service groups such as Rotary, and banks. Fundraisers are permitted to apply for local grants whenever your Fundraising Activity or appeal can fulfill the funding requirements without imposing obligations on DeadlyScience. Please notify [fundraising@DeadlyScience.org.au](mailto:fundraising@DeadlyScience.org.au) of your intent. All grant opportunities that impose obligations on DeadlyScience require approval from DeadlyScience prior to submission.

Privacy of information from supporters collected through Fundraising Activities

Fundraisers may collect personal information from supporters through your Fundraising Activities.

It is important that the personal information you collect has been collected with clear consent, remains confidential, protected, and used only for its intended purpose. It is a requirement that fundraisers are clear on the intent and use of the collected information, and this must be made evident at the time of obtaining the information. You must only store the personal information collect for as long as needed for the purpose it was collected or to meet your legal obligations.

All personal information collected at events should be handled in accordance With the Privacy Act 1988 (Cth).

## **22. Raffles Specific laws apply to fundraising by way of raffles.**

For guidelines about raffles conducted in your state please see below

- [ACNC - ACT](#)
- [ACNC - NSW](#)
- [ACNC - NT](#)
- [ACNC - QLD](#)
- [ACNC - SA](#)
- [ACNC - TAS](#)
- [ACNC - VIC](#)
- [ACNC - WA](#)

## **23. Permits**

Permits may be required by your local council for outdoor events. Please contact your local council representative if you wish to hold an outdoor event.

If your event includes main roads, please contact the Department of Transport and Main Roads.

If your event or appeal involves the sale of alcohol, please be aware of government regulations. Find out more about alcohol laws in your state or territory:

- [Australian Capital Territory](#)
- [New South Wales](#)
- [Northern Territory](#)
- [Queensland](#)
- [South Australia](#)
- [Tasmania](#)
- [Victoria](#)
- [Western Australia](#)

## **24. Banking**

Fundraisers are required to bank any outstanding funds as soon as possible, and not more than 30 days after your Fundraising Activity without our prior consent.

DeadlyScience is a 'cashless preferred' organisation. As a registered fundraising activity, you have been provided an online interactive dashboard designed specifically to receive funds for your Fundraising Activity or appeal. All donations over \$2 made via your dashboard will receive an automatic tax-deductible DGR receipt.

Fundraisers are to deposit any cash funds directly into the DeadlyScience LTD bank account. For the account details please email [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au)

Fundraisers are not permitted to bank funds into a personal or a third-party bank account.

## **25. Expenses and record keeping**

The law requires you to keep copies of the following records in relation to the Fundraising Activities for 6 years from the date of your Fundraising Activity or appeal:

- purpose of the Fundraising Activities;
- authority to act as a promoter of DeadlyScience (e.g. a copy of your 'Letter of Authority'); and
- accurate records showing full details of the fundraising income and expenditure (if any), receipt books, receipts and correspondence about accounts.

All other correspondence relating to the Fundraising Activity (but not relating to accounts) must be kept for one year.

DeadlyScience may request copies of these records from you at any time during that period. To make this easier, we suggest that you:

- utilise your fundraisin dashboard whenever possible for donations.
- keep a folder with several plastic sleeves to store documents.
- make a note on the back of the receipts if it is unclear what the expense was.
- Complete your event budget. To ensure your fundraising activity or appeal is as successful as possible, DeadlyScience requires fundraisers to keep expenses as low as possible. Reasonable and/or essential expenses deducted, if any, must be appropriately documented and receipts must be provided for each expense. DeadlyScience will request copies of receipts for expenses fundraisers have incurred and deducted from your fundraising proceeds for all Fundraising

Activities that raise over \$5,000. Unfortunately, DeadlyScience cannot provide seed funding or pay your expenses.

## **26. Cancellation of your event**

If you need to cancel your Fundraising Activity or appeal for any reason you are required to advise DeadlyScience as soon as possible and prior to your event date. Please email [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au)

All record keeping and reporting of fundraising, expenses, and refunds will still apply to the extent that you commenced fundraising prior to the cancellation.

## **27. Refunds**

DeadlyScience does not provide refunds to donations and/or fundraising proceeds. At the time of accepting a donation towards your Fundraising Activity, please advise you supporters that refunds are not available should the Fundraising Activity change or be cancelled.

## **28. Termination Policy**

DeadlyScience may at any time and in its sole and absolute discretion, terminate your registration and/or the 'Letter of Authority' granted to you, effective immediately, on written notice to you.

Under 18 and Parental consent

Any person under the age of 18 conducting a fundraising activity or appeal must be appropriately supervised by an adult. Where a child is under the age of 12, they must only carry out Fundraising Activities under the direct supervision of a parent or carer.

We may refuse authority to fundraise to any child under the age of 16 until we receive permission from their parent or guardian.

### **29. Insurance**

DeadlyScience will not obtain any insurance coverage for your fundraising event. DeadlyScience will effect and maintain any insurance policies required for it to operate and provide its charitable functions.

You are responsible for obtaining your own insurance coverage as you consider appropriate for your fundraising event or activity and as otherwise set out in your Letter of Authority.

If you have any queries about your fundraising event, please contact our support team at [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au).

### **30. Incident reporting**

To report an incident at your event, please email [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au)

### **31. Contacts**

If you have any queries about your Fundraising Activity or appeal, please contact your local DeadlyScience

Fundraising team via email [fundraising@deadlyscience.org.au](mailto:fundraising@deadlyscience.org.au).

### **32. Privacy Collection Statement**

DeadlyScience is collecting your information for fundraising purposes. Unless you opt out, we may send you information about programs, products, services, fundraising or other activities that may interest you.

We may share your information with other organisations so that they can provide us with services, or when required by law. If we share your personal information with others, we will take reasonable steps to ensure that they deal with personal information appropriately.

It is possible that our use of these organisations may result in the disclosure of some of your information outside of Australia. You consent to your information being disclosed to a destination outside Australia; and you understand and acknowledge that we will not be held accountable, and you will not be able to seek redress under the Privacy Act in respect to such disclosures.

For more information on how we handle your personal information, please see <https://deadlyscience.org.au/privacy/>. If you do not agree to the disclosure of your personal information, or to access your information or unsubscribe from marketing communications please email [Info@deadlyScience.org.au](mailto:Info@deadlyScience.org.au)

Thank you for supporting DeadlyScience – your important contribution will help us in our vision of creating STEM equity for Aboriginal and Torres Strait Islander learners.