

Giving to UNSW

Supporting your cause at UNSW

Thank you for your interest in supporting your cause by fundraising activity on behalf of University of New South Wales (UNSW).

Please read these important facts and tips for volunteer fundraisers.

If you have any questions about what you need to do – please contact us at the UNSW Foundation office before you begin. The Australian government has detailed rules about donations and fundraising and we want to help you to understand your responsibilities and to avoid any difficulties.

Again, thank you for your support, and good luck in making your fundraising fun, successful and profitable for your cause!

Money given to a good cause is not always tax deductible

Please make sure you understand the difference between donations and fundraising before you ask people to support your cause through making contributions to UNSW. Detailed information about donations and fundraising is available at the Australian Tax Office website: www.ato.gov.au.

Donations

In general, if you ask someone to support your cause by making a tax deductible **donation** to UNSW, you need to make sure that the person is making a contribution that is:

- o cash, cheque or credit card charge of \$2 or more;
- o made voluntarily – not part of a purchase, sale, ticket, raffle etc;
- o not made in return for any benefit or advantage – even if it is just a chocolate, pen, etc.

Fundraising

You can also ask someone to support your cause through your **fundraising activities**, such as ticketed events, raffles, auctions, fetes, sales, etc, where the proceeds will go to UNSW.

However, in general, when a person makes a financial contribution to these activities, the contribution is not tax-deductible. We will still issue a receipt to record the contribution, but it cannot be used to claim a tax deduction.

Also, the Australian and NSW governments have detailed rules as to how fundraising activities are conducted and so you must be authorised by us to conduct these events – please contact us for details.

Questions?

If you are not sure if you will be asking for donations or fundraising, please ask us before you begin. Please contact us by phone on 02 93853202 or email at unswfoundation@unsw.edu.au.

Collecting Donations

If you are collecting donations on behalf of UNSW to support your cause, the best way to make sure each donor gets a receipt for their tax purposes is for the person to make a donation to UNSW via the Foundation office. Ask the person to mention your fundraiser when they make their gift, so we can let you know how much you have raised. It's easy for them to donate by:

Cheque or money order

Make payable to "University of New South Wales" and mail to: UNSW Foundation, Reply Paid 61244, UNSW, Sydney NSW 2052.

Credit cards

Visa or MasterCard - mail or fax to 02 9385 3278, or call UNSW Foundation office between 9am and 5pm Monday to Friday on 02 9385 3202.

Secure Online Donations

Visit www.giving.unsw.edu.au, and click the 'Donate Now' button.

You can also use this website link, below, in your emails and website – it fills in the form with the correct details for your cause – replace the word "PURPOSE" with the name of your cause:

www.givenow.unsw.edu.au/"PURPOSE"

Cash

We do not accept cash.

An important note about CASH

We recommend that you do not accept cash donations for these reasons:

- Cash cannot be replaced if lost or stolen, unlike cheques or credit card details.
- You must not mail cash to us – it is not secure.

If you do accept cash, you must write us a cheque for the same amount and provide us with the donors' details, as above, and instruct us to write a receipt to the donor.

If you are collecting donations and you forward the donations to us, please make sure you include these details for each donation:

- **Full name of the person making the donation**
This name may not be the same as the name of the cheque account or credit card, which is why we ask you to include the person's correct name.
 - **Mailing address or email of the person making the donation**
If no contact details are provided, we can not send the receipt.
 - If no name or address was provided, please write 'anonymous' for each of these gifts.
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Conducting Fundraising activities

If you ask someone to support your cause through your fundraising activities - such as ticketed events, raffles, auctions, fetes, sales etc – the money you raise will still go to your cause, but, in general, the financial contribution they make is not tax-deductible.

Some common examples of fundraising activities that are not tax-deductible are:

- A **Ticket** to an event, where the ticket price is under \$150, is not tax-deductible.
- A ticket for a **Raffle**, or similar game of chance, is not tax-deductible.
- **Selling something** is not tax-deductible, including pens, chocolates and similar small items; the sorts of things commonly sold at fetes, including second-hand goods, home-made goods; and sausage-sizzles, cake-stalls, etc.

Also, the Australian and NSW governments have detailed rules as to how these activities are conducted and so you must be authorised by us to conduct these events – please contact us for details.

Event Tickets and Voluntary Donations

If you been authorised by us to sell tickets to an event, and you want to advertise an 'additional donation' – you must not advertise a 'compulsory' donation. The Australian Taxation Office says that if you make a donation compulsory, then it is not tax deductible.

For example, you can not advertise: "Tickets \$20, which includes a \$5 tax deductible donation". You could choose to advertise a 'suggested' donation, eg: "Tickets \$15 plus a \$5 suggested donation". However, if someone wants to buy a ticket for \$15 and make no donation, you would be obliged to sell them the ticket at \$15.

Advertising how much money will go to your cause

You must not use any wording like "100% of the proceeds from this event will go to UNSW " unless every dollar raised will go to UNSW . If you mean net proceeds (ticket price less costs of the event), you must use wording like, "The net proceeds...." or "Part of the proceeds....", or "X% of the proceeds..." or "\$x from every ticket sale will go to...".

Event Tickets over \$150

If you want to sell tickets to an event where the ticket price is \$150 or more, part of the ticket price may be tax deductible – detailed rules apply – please ask us for details.

Raffles and Auctions

If you want to conduct a fundraising Raffle or Auction, etc, you must be authorised by us to do this, as detailed rules apply – please contact us for details.

Promoting your cause

Using our Name correctly

When you refer to The University of New South Wales, please always use either the full name 'The University of New South Wales' or the abbreviation 'UNSW', and not any other variation.

Using our Logo is not permitted

Please do not use any form of UNSW's logo, or crest.

Understanding your responsibilities

Representing yourself as a volunteer

Please make sure that everyone understands that you do not represent UNSW, but that you are acting on your own behalf to raise funds in support of your cause, which will be forwarded to UNSW.

Managing your risk

Please understand that you undertake any fundraising activity at your own risk and that you are responsible for all associated costs and debts. You are also not covered by UNSW's insurance. You must manage your own risk and seek your own insurance as needed for any fundraising activity you undertake.

Keeping accurate records

Please make sure that you keep accurate records of donations, and of fundraising income and expenditure, and that make sure that all money you receive in the course of your fundraising is passed immediately to UNSW.

Complying with relevant laws

You must comply with the laws that govern UNSW'S charitable fundraising, and all other laws relevant to your fundraising.

UNSW's good name and reputation

You must actively protect UNSW's good name and reputation, and you must not undertake activities that may result in damage to the good name and reputation of UNSW or of individuals associated with UNSW.

Contact UNSW Foundation

T: 02 9385 3202 between 9am and 5pm Monday to Friday
F: 02 9385 3278 E: unswfoundation@unsw.edu.au W: www.giving.unsw.edu.au
P: The Chancellery Building, UNSW, High Street, Kensington, Sydney NSW 2052.

Donations over \$2 are tax deductible in Australia.

Administrative costs for donations are met by UNSW from other sources.
UNSW is a Charitable Institution and a Deductible Gift Recipient, ABN 57 195 873 179.
