



THE SCOUT ASSOCIATION OF AUSTRALIA NEW SOUTH WALES BRANCH

## CHARITABLE FUNDRAISING ACT

# CERTIFICATE OF AUTHORITY TO FUNDRAISE

### NOTES TO GROUP LEADER/LIC

**These requirements must be fulfilled prior to undertaking any fundraising activity.**

#### **Fundraising Certificates will be issued by the Region Office.**

1. A certificate of Authority to Fundraise will be issued to cover only one Fundraising Activity. The activity may take place over several months.
2. A Certificate of Authority to Fundraise issued for a continuing weekly/monthly Fundraising Activity, such as Bunnings BBQ, Community Chest Raffle, must only be used for a maximum period of one year.
3. The Fundraising Formation should prepare the details of the fundraising activity proposed and email or telephone the request to the Region Office for authorization prior to the Fundraising Activity taking place.
4. The Region Office should print the certificate in triplicate and have two copies signed by the authorised signatory or Supervising Commissioner and return the signed documents to the Fundraising Formation, either by mail or by email. The original copy should be kept on file by the region office as a record of the fundraising event.
5. On completion of the Fundraising Activity, the Fundraising Formation should return to the Region Office, one completed, certified Statement of Income & Expenditure as soon as possible after the completion of the Fundraising Activity.
6. The Fundraising Formation should keep the other completed certificate as their record of the Fundraising Activity on file for a period of 5 years.