Guide to Fundraising
Welcome
Thanks for choosing to support Rainforest Rescue

By choosing to support Rainforest Rescue’s **Save the Cassowary Campaign** you will be helping to protect and restore rainforest habitat for the Endangered Southern Cassowary.

RIGHT NOW, the Southern Cassowary is fighting a battle for its life. Habitat clearing and fragmentation of rainforest for development is threatening its very survival.

**BUT YOU CAN HELP!**

By fundraising on behalf of Rainforest Rescue you can help raise important funds to support Cassowary and rainforest conservation.

Whether it is participating in a sponsored event, holding your own event at your school or workplace, or asking your friends and family to make a donation, your support is crucial in raising vital funds for our work to save the Southern Cassowary and its rainforest habitat.

The money you raise will help to:

- ensure the survival of the estimated 1,000 remaining Southern Cassowaries;
- ensure the protection of other significant flora and fauna that are co-dependent on the rainforest;
- protect and expand important habitat refuges and restore previously cleared areas of rainforest habitat;
- restore ecological connectivity and build resilience to climate change;
- increase community awareness through education and engagement.

This ‘Guide to Fundraising’ has been developed to provide you with the information and tools you need to successfully fundraise on behalf of Rainforest Rescue. It contains a:

- step-by-step guide to fundraising;
- terms & conditions of fundraising on behalf of Rainforest Rescue;
- fundraising application form
- templates to assist you in your event planning;

For further information contact the Fundraising Manager at Rainforest Rescue on (02) 6684 4360 or email info@rainforestrescue.org.au.
The Endangered Southern Cassowary (*Casuarius casuarius johnsonii*) is one of the world’s most prehistoric birds, and the third largest. It is only found in the Wet Tropics of Far North Queensland, Australia.¹

The Southern Cassowary is a member of the ‘ratite’ family which includes the Ostrich, Emu and Kiwi. Measuring up to 190cm tall and weighing up to 85 kg, it is the world’s third largest bird and the second heaviest.

The Southern Cassowary is distinguished by its bristly black plumage, blue face and neck and two red wattles hanging from its throat. A horn-like brown casque, sits atop the head. The purpose of the ‘casque’ is uncertain. It is thought it might be used for pushing though undergrowth, to assert dominance, to amplify the birds booming calls or as a social signal indicating age or status.

The Cassowary is a ‘keystone’ species, crucial for rainforest ecology and habitats for diverse species because of the role it plays as a major seed disperser for up to 238 rainforest plant species, some too large, others too poisonous to be dispersed by other animals. It is estimated that 70 to 100 plant species depend entirely on the Cassowary to disperse their seeds in order for them to grow. The unique and primitive digestive tract of the Cassowary is gentle, allowing seeds to be dispersed unharmed. Research has shown that Cassowaries typically transport 4 percent of the seeds they consume an average distance of 1.5km.

Cassowaries are large, solitary animals that require a large home area of up to 75 hectares in which to forage for food and to reproduce. Being able to move freely across such large distances ensures that Cassowary populations remain genetically diverse. They are also slow to reproduce with a lengthy parental period of up to two years. The male incubates the eggs for 52 days. Following hatching he spends anywhere up to 18 months protecting his young and teaching them how to survive in the wild. The female Cassowary only spends a short time with the father of her offspring before leaving him to look after the eggs.

Habitat destruction through the clearing and fragmentation of rainforest for residential development, which in turn has lead to an increased mortality rate from collisions with cars and domestic dog attacks, has severely reduced Cassowary numbers. In 1998 the Wet Tropics population was estimated at between 2,500–4,000 adults. By 2001, it was estimated at less than 1,500. Scientists now estimate that only 1,000 adult birds remain in Australia.

The Southern Cassowary is listed as ‘Endangered’ under the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* as well as the *Queensland Nature Conservation Act 1992*.

¹ Two other species of Cassowary, the northern (or single-wattled) and the Dwarf Cassowary are found in Papua New Guinea.
Numerous reports and studies have been compiled over the years identifying the key threats to Cassowary populations within Australia’s Wet Tropics. These include:

- **Habitat loss from clearing**: more than 80% of lowland rainforest habitat has gone. Remaining habitat is highly fragmented, isolating populations and disrupting movements. Of the remaining Cassowary habitat, 40% remains unprotected and therefore at risk of development.

- **Habitat fragmentation**: causes isolation of groups and disrupts movements. Cassowaries are solitary animals that require large areas in which to forage for food and to reproduce. Isolation of Cassowary populations caused by fragmentation leads to a reduction in genetic diversity.

- **Habitat degradation**: through invasion of weeds and changed fire regimes.

- **Roads and traffic**: Cassowaries continue to be killed by vehicles on roads. There have been 67 recorded Cassowary deaths from collisions with vehicles in the last 15 years. With unrecorded deaths from road accident injuries and the orphaning of chicks adding to the toll, road deaths are a major reason for the rapid decline of Cassowary populations.

- **Dog attacks**: urban development brings more domestic dogs. Dog attacks are the second most recorded source of Cassowary mortality. The presence of dogs also disrupts Cassowary feeding patterns and movements.

- **Hand feeding**: makes Cassowaries human-dependent and makes them more vulnerable to dog attacks and road mortality. Cassowaries can also become aggressive during the breeding season and in times of stress.

- **Diseases**: aspergillosis, avian tuberculosis and parasites have found to be the cause of a number of Cassowary deaths over the past number of years.

- **Natural catastrophic events**: cyclones cause further fragmentation to the rainforest. Although cyclones are part of the ecosystem dynamics of tropical rainforests, fragmentation of the coastal rainforests of Far North Queensland makes them much more vulnerable to cyclones’ energy.
Fast Facts

- The name Cassowary comes from two Papuan words, ‘kasu’ meaning horned and ‘weri’ meaning head, referring to the prominent casque on its head. Cassowaries can be identified by their casque which has their own distinguishing features.
- Of the three species known to exist, only the Southern Cassowary is found in Australia. The other two species are found in Papua New Guinea.
- The Southern Cassowary is the world’s third largest bird and can grow up to two metres in height and can weight up to 76 kilograms.
- The Southern Cassowary is also referred to as the ‘double-wattled’ Cassowary due to the two folds of loose skin hanging from its neck.
- The Cassowary is a ‘keystone’ species, crucial for rainforest ecology dispersing up to 238 rainforest plant species.
- The Cassowary is primarily a ‘fructivore’, eating fruit that has fallen to the ground; however, they have also been known to eat snails and small dead mammals when fruit is scarce.
- The male Cassowary is the sole care provider incubating the eggs and raising his chicks until they are about 18-months of age.
- Cassowary chicks differ in appearance, with a striped brown and cream pattern. After 3-6 months, the stripes fade to the brown sub-adult plumage.
- The Southern Cassowary is an endangered species. Only 1,000 are estimated to remain in the wild.
- More than 80% of the Cassowaries lowland rainforest habitat has gone. Of the remaining habitat, 40% remains unprotected and at risk of development.
Save the Cassowary Campaign

Rainforest Rescue is working to improve the ecological vitality of habitat with the Wet Tropics to support Cassowary populations into the long-term future, along with other endangered and threatened plant and animal species. This is being achieved by:

- purchasing high conservation value rainforest within the Daintree Lowlands classified as essential habitat for the Endangered Southern Cassowary;
- restoring and expanding existing Cassowary habitat, as well as creating new wildlife corridors, in the Daintree and at Mission Beach through the planting of rainforest plant species;
- rescuing, rehabilitating and releasing orphaned and injured Cassowaries through co-management of the Garners Beach Cassowary Rehabilitation Centre near Mission Beach; and
- collaborating with experts and institutions to fund scientific research into Cassowary populations, trends, genetics, behavior and species management needs.

Conservation Outcomes

The importance of Save the Cassowary Campaign will have a profound impact at the following conservation levels:

- **Species**: Scientists estimate that as few as 1,000 Cassowaries remain in the wild in Australia. The survival of this species is critically dependent on the protection of important habitat refuges and the rehabilitation of previously cleared and fragmented rainforest areas.

- **Habitat**: More than 80% of lowland rainforest habitat has been cleared for development with 40% of remaining habitat still unprotected. Cassowaries are particularly vulnerable to habitat loss and degradation as they are slow to reproduce and have low rates of juvenile survival. Protection and restoration of habitat is critical to increase survival rates and population vitality.

- **Ecosystem**: The Wet Tropics is of national and international biodiversity significance. The protection and restoration of Cassowary habitat will ensure the protection of other significant flora and fauna that are co-dependent on the rainforest.

- **Global**: The Southern Cassowary is only found in the Wet Tropics of Australia. The loss of this important rainforest species would not only be catastrophic to the future viability of Australia’s rainforests but would have a profound impact on a global scale.
Rainforest Rescue’s Daintree Buy Back and Protect Forever Project identifies and purchases precious rainforest at risk of development and protects it in perpetuity.

The Daintree Rainforest is of international conservation importance as one of the oldest and most biodiverse ecosystems in the world. It is home to the 12 of the world’s 19 primitive plant families. More than 700 species of plants are only found within the Daintree.

**A History of Development in the Daintree**

Many people assumed the creation of the Daintree National Park and subsequent World Heritage Listing in 1988 would secure the unique biodiversity values of the Daintree. At the same time, the State Government of the day approved a large rural residential subdivision in the heart of the Daintree Lowland Rainforest.

The developer divided the larger properties into 1,100 smaller lots and sold them as freehold properties. Some of these properties have been developed and some were bought back under government buy back programs.

**The Situation Today**

Today there remain 180 high-conservation value properties which are still undeveloped, maintain their development rights and are not targeted by any government buy back scheme.

By purchasing properties that would otherwise be developed, Rainforest Rescue’s Daintree Buy Back and Protect Forever Project is reducing further fragmentation of the Daintree Rainforest and increasing habitat for over 122 rare, threatened and endangered species that rely on the Daintree for survival.

The mission of Rainforest Rescue is to raise the necessary funds to buy back and protect forever as many as possible of those properties having high conservation value. Our vision is to purchase all 180 properties by 2030.

We prioritise the purchase and protection of the most important properties – those that protect threatened species such as the Endangered Southern Cassowary – and which extend upon or link to the Daintree National Park / World Heritage Area.

For further details of properties purchased and protected visit our website at [www.rainforestrescue.org.au](http://www.rainforestrescue.org.au).

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**Wet Tropics of Australia**

The Wet Tropics of Queensland World Heritage Site consists of approximately 8,940 km² of Australian wet tropical rainforest growing along the north-east Queensland portion of the Great Dividing Range, stretching from Townsville to Cooktown, running in close parallel to the Great Barrier Reef.

The site contains many unique features including over 390 rare plant species; 74 of which are threatened. There are at least 85 species that are endemic to the area and 13 different types of rainforest and 29 mangrove species, which is more than anywhere else in the country.

As one of the oldest rainforests on Earth, the Wet Tropics contains an almost complete record of the major stages in the evolution of plant life on Earth, and is home to 12 of the world’s 19 primitive plant families.

For further information visit the Wet Tropics Management Authority at [www.wettropics.gov.au](http://www.wettropics.gov.au)
Rainforest Rescue’s Daintree Plant a Rainforest Project restores previously cleared areas of rainforest and establishes habitat for the plants and animals local to the specific ecosystem, thereby protecting its precious biodiversity.

Over the past 100 years parts of the Daintree Rainforest have been cleared to create land for farms that are now no longer in production. Planting back cleared areas with rainforest trees provides important habitat for the Endangered Southern Cassowary and over 122 other threatened species.

Rainforest Rescue has been working to restore cleared areas of the Daintree Lowlands since 2007 through the planting of rainforest tree species of local provenance and endemism and through the facilitation of natural regeneration through weed control.

Through our Daintree Plant a Rainforest Project, we are restoring the ecological integrity of native ecosystems, increasing species diversity, reducing rainforest fragmentation, providing habitat connectivity for endangered species including the Southern Cassowary, reducing the impact of invasive weed species, and mitigating the effects of climate change by sequestering carbon from the atmosphere.

**Sourcing & Propagating Rainforest Trees**

All trees planted in the Daintree Lowlands are of local provenance having been germinated from seeds collected by Rainforest Rescue volunteers and grown in the Rainforest Rescue Daintree Plant Nursery.

The nursery is staffed one day a week by a paid nursery manager who coordinates a team of volunteers.

Over 133 different species of rainforest trees, shrubs and palms are propagated in the nursery with approximately 10,000 plants propagated per annum.

Plants grown in the nursery include a mix of pioneer and mature phase species. Native fruit species are given high preference to encourage frugivores such as the Endangered Southern Cassowary to aid in natural regeneration.

**Planting a Rainforest**

Prior to planting the site is prepared which involves removing any pre-existing weeds or debris. Following removal an augur is used to dig holes.

Plantings undertaken by Rainforest Rescue occur alongside and within the Daintree National Park on properties purchased and protected by Rainforest Rescue under our Daintree Buy Back and Protect Forever Project, those owned and managed by the Queensland Parks and Wildlife Service (QPWS), and other privately owned properties.

Planting typically occurs in the ‘wet’ season between December and April each year.

**Maintenance & Weed Control**

Maintaining a planting site requires considerable labour and funds to ensure that development of the rainforest is not compromised by invasive weeds and feral pests. The creation of a closed canopy typically takes between three to five years. Rainforest Rescue is committed to providing ongoing maintenance on all our planting sites and we have a 98% survival rate on the trees that we plant.

For further information on the Daintree Plant a Rainforest Project visit our website at [www.rainforestrescue.org.au](http://www.rainforestrescue.org.au).
With the largest single block of lowland rainforest south of the Daintree River, Mission Beach is home to Australia’s largest density of Cassowaries. However Cassowary populations have reached critically low numbers due to loss of habitat caused by rural residential development. In 2007 the population at Mission Beach was estimated at 110; today scientists estimate that as few as 40-50 adult birds remain.

In the aftermath of the Cyclones, Cassowaries struggled to find a natural food supply and were forced to leave what remained of their rainforest home in search of food and shelter. This led to an increased mortality rate from vehicle strike and exposure. The Queensland Parks and Wildlife Service (QPWS) reporting that within the first 18 months after Cyclone Yasi, 25 Cassowaries had died; 13 from car strikes.

Rainforest Rescue’s Mission Beach Cassowary Corridor Restoration Project is working to restore and expand critical rainforest habitat to support Cassowary populations, along with other endangered and threatened plant and animal species.

Working in partnership with local indigenous organisation, Girringun Aboriginal Corporation, our project involves the planting of rainforest species in areas identified as providing critical habitat linkages.

Our project is consistent with numerous objectives and strategies as outlined in the ‘Recovery Plan for the Southern Cassowary’ by the Cassowary Recovery Team within the Queensland Department of Environment and Heritage Protection and the ‘Mission Beach Habitat Network Action Plan’, a joint publication by the CSIRO, Terrain NRM, the Department of Environment and Heritage Protection, Reef and Rainforest Research Centre and James Cook University.

For further information visit our website at www.rainforestrescue.org.au.
Ideas for fundraising

- Hold a fundraising barbeque or party with your friends
- Set up a sponsorship page on Everyday Hero or Go Fundraise
- Organise a fun run or sports day at your school
- Host an art auction
- Hold a guessing competition with lollies, coins or rubber bands in a jar
- Sell any unwanted items on EBay
- Organise a fete at your school
- Hold a “Cassowary Day” at your school or workplace
- Host a karaoke party
- Organise a fundraising luncheon
- Host a movie night at your local cinema
- Organise a car wash
- Ask your local supermarket if you can hold a stall out the front of their shop
- Host a quiz night
- Organise a raffle and/or auction. Ask local businesses, family and friends to donate goods.
- Ask local businesses for sponsorship
- Ask for donations instead of birthday or wedding presents
- Do odd jobs for friends and family for extra cash
- Hold a comedy night

Use your imagination... the options are endless!

How you can help

The money YOU raise can make a real difference in helping to save the Endangered Southern Cassowary

Raising money for Rainforest Rescue should be fun and doesn’t need to take up too much of your time. We have put together this guide to get you thinking about fundraising events and activities that you could easily do, or perhaps with a little help from your family and friends.

A small amount of money can make a big difference. For instance, just $25.00 can help Rainforest Rescue to buy and protect 5 square metres of Cassowary habitat in the Daintree Rainforest. How amazing is that!

- Set a goal for how much money you would like to raise.
- Make a list of people you can ask to help – friends, family, classmates, work colleagues, neighbours, local businesses, community groups etc.
- Choose an appropriate fundraising event for your target audience. It does not have to be anything extravagant or brainy. Just make it fun for yourself and for those who take part.
- Decide how much time you want to spend on the fundraising activity or event. Give yourself a realistic deadline.
- Think about the timing of your event and where the event it will be held.
- Don’t forget to factor in the costs of hosting your event. Preparing a budget will help you keep track of income and expenses.
- Advertise your event. Use posters, flyers, newspaper announcements, school newsletters, Facebook, YouTube etc.
- When collecting donations make sure you adhere to the laws regarding fundraising (see the terms and conditions on page 14 for further details).
Step-by-step Fundraising Guide

1. Register your interest
   • Complete and return the Authority to Fundraise form ensuring you have read and understood the conditions of fundraising. If you are under the age of 18 you must get a parent or guardian to sign the form on your behalf.
   • Once approved Rainforest Rescue will send you a letter giving you the authority to fundraise. This must be kept on you at all times when fundraising on our behalf.
   • If requested we will send a copy of our Public Liability Insurance and any promotional material to use at your event.

2. Plan your event or activity
   • Make a list of people and organisations to approach for support. Use the fundraising plan template on page 12
   • Ask yourself if you have the skills and resources to run this type of event or activity.
   • Organise an appropriate venue and date for your event or activity.
   • Ensure that your event/activity meets local, state and national fundraising guidelines and you have the necessary permits.

3. Set a fundraising target
   • Be realistic in your fundraising goal. Don’t set your target too high that you can’t deliver.
   • Work out a rough cost per person for your event or activity and how many people you expect to attend or sponsor you. Prepare a preliminary budget of expected expenses for the event or activity.
   • Ask people for a donation amount that is affordable for their individual circumstances.
   • Provide examples of how their donation will help achieve real conservation outcomes.

4. Publicise your event
   • Send out invitations well in advance for your event - use email and text messages to save time and money.
   • If holding a public event or activity send out a press release to the local media, create a poster for public display, distribute flyers or organise free listings in local press and radio.
   • Create a website blog, upload a YouTube video and invite your friends through Facebook.

5. Hold your event or activity
   • Have a plan in place for the day of your event or activity.
   • Talk to people about why you have chosen to support Rainforest Rescue and our project to protect Cassowary habitat in . Make sure you thank your guests and sponsors for their support.
   • Make sure your event or activity is not only fun but educational and inspiring. Most of all make sure YOU have fun.

6. Record your income and expenses
   • Plan your budget carefully. Avoid any large expenses. Total expenditure must be kept to under 40% of total income raised.
   • Use the budget template provided in this Fundraising Guide to keep track of your income and expenses and keep any receipts as proof of expenditure.
   • Make sure any money collected is held in a secure location during and after your event or activity.

7. Forward any monies raised to Rainforest Rescue
   • Complete the ‘Sponsorship Paying-in Form’ and return to Rainforest Rescue along with your completed Budget Form and Sponsorship Form. Make sure you keep a copy for yourself.
   • Don’t forget to attach all your expenditure receipts to your budget form.
   • Rainforest Rescue will send tax-deductible receipts to your supporters as indicated on your sponsorship form and will also send you an acknowledgement of your fundraising efforts.
Fundraising Plan – Who to ask?

- Friends
- Media
- Business
- Community
- Family
- Other
**Fundraising Online**

The Internet is a great way of telling people about your event or activity as well as a useful tool for raising money for your nominated charity. There are many dedicated websites that can help you create an online fundraising page for a charity or event of your choice.

We recommend using the following websites to which Rainforest Rescue is registered. These sites take care of all the legal requirements, will handle peoples donations for you, will issue receipts to your donors and will transfer the funds into our bank account. You can also login at any time to see who has donated to your cause.


Setting up your fundraising page is easy. Simply click on the link “become a hero” on the homepage and follow the step-by-step instructions. You can create individual and team fundraising pages.

A 6.8% administration fee is deducted from each donation made to Rainforest Rescue along with a 1.1% credit card processing fee and a 0.30c transaction fee.


GoFundraise enables you to create your own individual or team fundraising page. You can also login to to GoFundraise with your Facebook account and share your fundraising activities with your friends.

A 6% administration fee is deducted from each donation made to Rainforest Rescue along with a 0.96% credit card processing fee and a 0.20c transaction fee.


Karma Currency gives you the ability to create your own online fundraising page or to create a Charitable Gift Registry for a special event or occasion. Rainforest Rescue pays a monthly registration fee of $25 per month with no addition commission, fees or changes deducted from the donation.

**Setting up a Fundraising Blog**

Creating and updating a blog is a great way to keep your supporters up-to-date on your fundraising event or activity. Here are some quick tips to get the most out of your blog:

- Be creative: use photos, stories. Give your blog a style that reflects your personality.
- Keep it real: add examples of what donations will be supporting.
- Tell a story: tell people how much you plan to raise and update them as you progress to your total.
- Broadcast it: send your blog to everyone you know. Add a link to the bottom of your email as well as a link to your Facebook profile or online fundraising page.

The following are some websites that can help you create your own fundraising blog.

- [www.blogger.com](http://www.blogger.com)
- [www.wordpress.com](http://www.wordpress.com)
- [www.tumblr.com](http://www.tumblr.com)
- [http://posterous.com](http://posterous.com)

**Using Social Media**

By using Facebook, Twitter and other social media platforms you can reach a much wider audience to fundraise for your event or activity. By posting a message on your friend wall you can include a link to your fundraising page, share fundraising updates, and get your friends talking about Rainforest Rescue projects and issues surrounding rainforest conservation.

**YouTube**

Uploading a video to YouTube and sharing with your supporters through your online fundraising page, fundraising blog or Facebook site is an innovative way to get people engaged in your event or activity. And you don’t have to be an expert film maker. Most digital cameras and mobile phones have inbuilt movie capabilities. Just make it simple, to the point and most of all fun and engaging!
Thank you for choosing to fundraise on behalf of Rainforest Rescue in support of our Save the Cassowary Campaign.

Before you start you will need to read the following ‘Terms & Conditions of Fundraising’ to ensure that your fundraising is not only successful, but complies with fundraising regulations.

### 1. Authority to Fundraise

The Australian Government has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Acts in each state, anyone wishing to raise money for charitable purposes must hold an ‘authority to fundraise’ issued by the organisation.

So before you start fundraising on behalf of Rainforest Rescue we will need to authorise your fundraising activity. All individuals, groups or organisations who wish to fundraise must register with us, no matter what type of event or type/size of donation.

You will need to read and understand the following ‘Conditions of Fundraising’ then complete, sign and send back the ‘Authority to Fundraise’ application form. If you are under the age of 18 a parent or guardian must sign on your behalf.

Rainforest Rescue will authorise your request to fundraise on the basis that:

- we have received a written and signed application;
- we are satisfied that the fundraising activity will return a reasonable profit after expenses have been deducted;
- we are satisfied that the fundraising activity fits in with the mission and values of Rainforest Rescue;
- we are satisfied that the event does not pose a high risk to the fundraiser and/or donors.

Once we have approved your application we will issue you with an ‘Authority to Fundraise’ letter which must be kept on you at all times when you are fundraising.

### 2. Responsibility

Due to limited resources, Rainforest Rescue is not able to assist you in the planning and coordination of your fundraising activity. All responsibility for the fundraising activity is in the name of the person listed on the ‘Authority to Fundraise’ form.

Rainforest Rescue is not responsible for the coordination and management of the event including finances, prizes, publicity, record keeping or compliance with state fundraising regulations.

Where possible however Rainforest Rescue will provide advice and project related materials to assist you in your fundraising activity.
3. **Public liability insurance**

Rainforest Rescue has public liability insurance to cover most fundraising activities. You will be covered once you have received your letter confirming your authority to fundraise. A copy of our public liability certificate will be sent with your letter.

Rainforest Rescue reserves the right to refuse events that are considered dangerous or unacceptably risky.

Depending on your event you may also wish to consider additional public liability insurance of your own.

4. **Media and promotional materials**

Generating publicity about your fundraising activity is a great way to raise more support and awareness.

All media materials and press releases must be approved by Rainforest Rescue prior to circulation. Please allow 10 days for approval.

Please note that the fundraiser is not authorised to speak on behalf of Rainforest Rescue, only about the fundraising activity.

While you are raising money in support of Rainforest Rescue you do not represent Rainforest Rescue.

When stating where donations are to go please use the following phrase/s

“funds raised will support Rainforest Rescue’s Save the Cassowary Campaign” alternatively you can say “funds raised will support Rainforest Rescue’s Daintree Buy Back and Protect Forever Project” or “funds raised will support Rainforest Rescue’s Daintree Plant a Rainforest Project”

5. **Name and logo usage**

Use of the Rainforest Rescue name and logo cannot be used in any way without express permission from Rainforest Rescue.

When naming your event, please note that our organisation’s name is not to be used as part of the event name that would indicate that the event is being hosted by Rainforest Rescue. However, we do encourage the use of our name to indicate that funds will support our organisation.

For example:

- **Fun Run**, proudly supporting Rainforest Rescue’s Save the Cassowary Campaign
- **Rainforest Rescue Fun Run**
- **5% from every sale will support Rainforest Rescue’s Daintree Buy Back and Protect Forever Project**
- **Rainforest Rescue Silent Auction**

If you wish to use the Rainforest Rescue logo on any promotional materials you must first obtain permission from Rainforest Rescue.

The Rainforest Rescue logo cannot be used on business collateral such as business cards, letterhead, stickers or fliers promoting businesses, specific products and/or services.

The logo can only be used for collateral developed specifically for an event or fundraising activity, such as posters and invitations, for the agreed period as on the application.
3. Approaching companies for support

Through our Business Partnerships Program, Rainforest Rescue is regularly speaking to companies regarding their support. As such, please do not approach national or state offices of companies for prizes and/or sponsorship without prior approval from Rainforest Rescue.

This is very important as:

- the company or group may already be supporting us;
- it looks unprofessional if a company is approached more than once;
- approaching a national or state office could potentially harm negotiations for a major sponsorship;
- the company may not be aligned with Rainforest Rescue’s mission and values.

4. Fundraising permits

All fundraising activities must be legal, complying with all Australian Federal and State laws. Each state has its own laws regulating fundraising activities relating to public collections, raffles, bingo and art unions. Before you start to fundraise make sure you are familiar with the legislation and regulations that are applicable to the state in which you will be fundraising.

The following is a list of state regulatory bodies and applicable legislation relating to fundraising and gambling activities:

**ACT**
Office of Regulatory Services *(Charitable Collections ACT 2003)*
Department of Gaming & Fair Trading *(Lotteries ACT 1964)*

**NSW**
Office of Liquor, Gaming & Racing *(Charitable Fundraising Act 1991; Lotteries & Art Unions Act 1901)*

**NT**
Licensing and Regulation Division *(Gaming Control Act 2011)*

**QLD**
Department of Justice & Attorney-General *(Collections Act 1966)*
QLD Office of Gaming Regulations *(Charitable and Non-Profit Gaming Act 1999)*

**SA**
Office of the Liquor and Gambling Commissioner *(Collections for Charitable Purposes Act 1939)*

**TAS**
Consumer Affairs and Fair Trading *(Collections for Charities Act 2001)*
Liquor and Gaming Branch, Tasmanian Gaming Commission *(Gaming Control Act 1993)*

**VIC**
Consumer Affairs Victoria *(Fundraising Appeals Act 1998)*
Victorian Commission for Gambling Regulation *(Gambling Regulation Act 2003)*

**WA**
Department of Consumer and Employment Protection *(Charitable Collections Act 1946)*
Department of Racing, Gaming and Liquor *(Gaming and Wagering Commission Act 1987)*

11. Collecting & recording donations

Rainforest Rescue does not authorise door knocking, street collections or telephone solicitation of any kind to the general public.

As the fundraiser you are responsible for all financial aspects of your activity including management of funds, record keeping and depositing of funds into the Rainforest Rescue bank account.

You must comply with the Charitable Fundraising Act and regulations applicable to your state. The basic obligations are:

- keep and provide Rainforest Rescue with accurate financial records including a budget for your activity;
- all funds raised must be deposited into the Rainforest Rescue bank account within three weeks of the fundraising activity;
- Rainforest Rescue cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event provided they are properly documented.
- Receipts for all expenditure must be attached to your budget. Invoices for expenses must not be addressed to Rainforest Rescue.
The Charitable Fundraising Act states that expenses cannot exceed 40% of the gross proceeds of a fundraising event or activity.

Individual receipts can be issued by Rainforest Rescue if the supporter makes a donation of $2.00 or more. If supporters would like a receipt please indicate this on your sponsorship form and ensure that you have their full name, address, phone number and donation amount.

Tax receipts can only be issued for a straight donation. That is the supporter has given a voluntary donation and does not expect to receive anything in return. When the supporter has received goods or services in return for their money given (i.e. purchased raffle tickets or prizes at an auction, paid for entry fee at your event) a tax-receipt cannot be issued. For further information on tax-deductible and non-tax-deductible gifts please visit the Australian Tax Office website at www.ato.gov.au/nonprofit/

You are only able to collect funds in the form of cash, cheques or money orders. For security reasons, if a donor wishes to donate via credit card they can do so by contacting Rainforest Rescue directly or by donating online via Everyday Hero or Go Fundraise.

Do not send cash via the post. Place all the money you have collected into a personal bank account and then write a cheque for the full amount, payable to Rainforest Rescue.

You cannot claim a tax deduction for donations received on behalf of others. If you are submitting donations from other persons, i.e. you have written a personal cheque for the full amount raised from your event or activity, you as the event host will receive a proceeds of fundraising receipt which is non tax-deductible.

Where a sponsorship form is submitted individual donors will be issued with a tax-deductible receipt.

12. Banking your donations

Now that you’ve done the difficult bit the next step is to pay in your hand earned donations to Rainforest Rescue. You can do this in one of the following ways:

- **By post**
  
  Place all the money you have collected into a personal bank account and then write a cheque for the full amount, payable to Rainforest Rescue. Send your cheque along with your ‘Paying in form” and “Sponsorship Form” which is enclosed in this Fundraising Guide. Alternatively we can deduct the full amount from your nominated credit card.

- **By direct transfer**
  
  You can elect to transfer the full amount into our bank account as follows:
  
  Bank: Westpac Bank  
  Account: Rainforest Rescue  
  BSB: 032-573  
  Account Number: 198 575  
  
  Don’t forget to send your ‘Paying in Form’ so that we know that the money has come from you, along with your ‘Sponsorship Form’.

Please note that due to limited resources Rainforest Rescue cannot issue certificates of appreciation to individual donors to your event or activity.
## Authority to Fundraise Application

### Contact Details

<table>
<thead>
<tr>
<th>Name of Fundraiser/Event Coordinator:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If under the age of 18, name of parent or guardian:</td>
<td>Relationship:</td>
</tr>
<tr>
<td>Address:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone (h):</td>
<td>Phone (w):</td>
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<td>Phone (m):</td>
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<td>Email:</td>
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### Event / Activity Details

<table>
<thead>
<tr>
<th>Type of event / activity:</th>
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<tbody>
<tr>
<td>Date of event/activity:</td>
<td>Time frame of event/activity:</td>
</tr>
<tr>
<td>Location of event/activity:</td>
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<tr>
<td>How will funds be raised (e.g. proceeds of raffle, ticket sales, sponsorship etc):</td>
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<tr>
<td>How many people are expected to attend?</td>
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<tr>
<td>Estimated $ of funds to be raised:</td>
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<tr>
<td>Will all the proceeds come to Rainforest Rescue?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Does the event/activity require public liability insurance?</td>
<td>Yes ☐ No ☐</td>
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<tr>
<td>Does the event/activity require council/government permits?</td>
<td>Yes ☐ No ☐</td>
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<tr>
<td>Will a raffle or fundraising permit be required?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Will you be seeking business sponsorship for this event?</td>
<td>Yes ☐ No ☐</td>
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### Declaration:

By registering your fundraising event/activity with Rainforest Rescue you hereby declare to:

- Comply with the Terms & Conditions as outlined in Rainforest Rescue’s ‘Guide to Fundraising’;
- Use your best endeavours to raise money for Rainforest Rescue and to not do anything that will bring the reputation of Rainforest Rescue into disrepute;
- Obtain and pay all the money raised within three weeks of the fundraising event/activity;
- Adhere to relevant fundraising legislation and legal requirements related to your event/activity;
- Not undertake any door knocking, street collections or telephone solicitation to the general public;
- Keep and provide accurate financial records related to your fundraising event/activity including a budget of income and expenses and copies of all invoices and receipts related to expenses incurred;
- Only accept donations in the form of cash, cheques or money orders. Credit card donations are to be directed to Rainforest Rescue directly or through online third-party suppliers such as Everyday Hero, GoFundraise or Karma Currency.
- Not to approach national or state offices of companies for donations or prizes without prior approval from Rainforest Rescue;
- Submit any media materials or press releases relating to your event without prior approval from Rainforest Rescue;
- Use the name of Rainforest Rescue and logo without prior approval from Rainforest Rescue.

Name: ___________________________________________ Signature: ___________________________________________ Date: __________

(If under the age of 18 this form must be signed by a parent or guardian)

Please photocopy this form and keep a copy for your records. Original is to be posted to Rainforest Rescue PO Box 40 MULLUMBIMBY NSW 2482, Attention: Fundraising Manager

### OFFICE USE ONLY:

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<tr>
<th>Received on:</th>
<th>Authorised by:</th>
<th>Date:</th>
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Following approval Rainforest Rescue will provide a letter of authority, copy of public liability insurance, logos and fundraising literature to assist in promoting your event/activity. Please note due to limited resources we are unable to assist in the planning and management of your event. We are also unable to issue certificates of appreciation to individual donors to your event/activity.
Please return this form to keep track of your income and expenditure. This form is to be submitted on completion of your fundraising activity. All receipts must be attached.

Name of authorised fundraiser:  
Address:  
Phone:  
Email:  
Date of event/activity:  
Name of event/type:  

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<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
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<tr>
<td>Description</td>
<td>Amount $</td>
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Net Income (Income less expenditure)  
Amount  
$  

I declare that the above information is correct  
Signed____________________________  
Date______________________________
Sponsorship & Donation form

I ________________________________ have been authorised by Rainforest Rescue to fundraise on their behalf in support of their Save the Cassowary and Daintree Buy Back Projects.

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<tr>
<th>Date</th>
<th>Organisation</th>
<th>First Name</th>
<th>Last Name</th>
<th>Full Address</th>
<th>Phone Number</th>
<th>Email</th>
<th>Amount</th>
<th>Sponsorship/Donation or Purchase</th>
<th>Receipt Req.</th>
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NOTE:

- Receipts can only be issued for straight donations, i.e. where the support has given a voluntary donation. Purchases of raffle tickets or prizes at an auction do not constitute a donation and therefore are not tax-deductible.
- Rainforest Rescue will issue tax receipts where full donations have been provided above.
‘Paying in’ form

Please return this form with your cheque or money order, or complete your credit card details below. Please ensure that cheques and money orders are made payable to ‘Rainforest Rescue’. Please do not send cash through the post.

<table>
<thead>
<tr>
<th>Name of authorised fundraiser:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Email:</td>
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<td>Date of event/activity:</td>
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<td>Name of event/type:</td>
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<tr>
<td>Total amount raised:</td>
</tr>
<tr>
<td>Sponsorship still to send in (if any):</td>
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</tbody>
</table>

Payment details:

- ☐ I have enclosed a cheque/money order made payable to Rainforest Rescue
- ☐ Please deduct the total amount raised to date as outlined above from my credit card as follows:
  - Card Number: __________________________
  - Expiry Date: ____________ CSV: ______
  - Signature: ____________________________
- ☐ I have directly deposited funds raised into the Rainforest Rescue Gift Fund account:

NOTE:

- Please send your sponsorship form along with your ‘paying in’ form in order that we can issue tax-deductible receipts to your donors.
- All funds raised must be deposited into the Rainforest Rescue bank account within three weeks of the completion of the fundraising activity.
- Final ‘paying form’ must be accompanied by a completed budget form showing income and expenses. Receipts for all expenditure must be attached to your budget.