



Fauna Rescue of SA Inc
ABN 20 601 494 364

PO Box 241
Modbury North SA 5092
Fax 8395 8769

Wildlife Volunteer Help Line: 8289 0896

Internet: www.faunarescue.org.au
E-mail : info@faunarescue.org.au

FUNDRAISING AND DISPLAYS POLICY

Fauna Rescue has a licence to engage in fundraising activities and each year must send in a return showing exactly how funds have been raised and where the money was spent. Unless this criteria is observed the Fundraising Licence could be withdrawn.

To make it easier to fill in the annual return the Treasurer has a programme of categories showing the money spent on purchases, the profit made and how the proceeds were spent. For the maintenance of accurate records the following procedure must be followed:

1. Authorisation must be obtained before organising an event by the PR Team Leader giving details to the Committee with date, arrangements and if not general fundraising, the specific item for which the money is being raised. This should be sent to The Committee, P.O. Box 241, Modbury North 5092 or emailed to Fauna Rescue (info@faunarescue.org.au).
2. Following the event the money raised must be sent as soon as possible with a summary of expenditure to the Treasurer via P.O. Box 241, Modbury North 5092 or paid by Direct Deposit to Fauna Rescue Bank SA BSB 105-126, cheque a/c no. 037 184 840 or can be paid in via Paymate on the Fauna Rescue website. Email or phone confirmation of deposit.

Example:	5 packs Greetings Cards @ \$4	\$20.00	
	2 Nest Boxes @ \$40	\$80.00	
	Donations	\$30.00	Donations over \$2 can have a Tax Deductible Receipt
	1 Membership	\$35.00	Must have a signed application form attached.
		\$165.00	

Tax Deductible Receipt for \$10.00 to be sent to Fred Bloggs, 1 Second St, Thirtdtown, 5678.

3. Application forms for membership should only be handed to persons that express an interest in joining. They should not be left out for people to help themselves. If an application form is given to someone who does not want to join at the time, take a note of their name, suburb and phone number so it can be followed up later. If someone wants to pay for their membership immediately, please mark their application form as paid and put your signature against it. The application form must be sent with the fee to the Membership Steward or paid in with the takings to the Asst. Treasurer, also send the list of prospective members.
4. Donations over \$2 are tax deductible, if the donor wishes to receive a Tax Deductible Receipt (TDR) take their name and address for a thank you and a TDR to be posted to them. Include a list of TDRs needed with the amount donated, when the money is sent or given in.
5. Displays and Trading tables that are badged under the Fauna Rescue name must always be presented as professionally as possible.
6. Tables should be made to look attractive, cages etc furnished with suitable foliage and signs must look professional. Brochure holders are available to hold Fauna Rescue brochures and leaflets.
7. Releasable native animals must not be shown at any display, if they have to accompany the carer because of feeding needs during that time, they must be fed where the public cannot touch or disturb them.
8. Unreleasable native animals **MUST NOT BE HELD BY THE PUBLIC** (this is a ruling by DEWNR). The carer can show them and must ensure that the animal is allowed to have regular rest periods (See Fauna Rescue Code of Practice for Animals on Temporary Display).
9. Every time an animal, bird or reptile is taken away from home to attend an event, permission must be requested from the Permit Unit of DEWNR. If the date is known beforehand a letter can be sent requesting a Letter of No Objection, giving details of date, time, venue and the permit number(s) of the fauna. If there isn't time to send a letter, permission must be requested over the phone giving the same details and verbal consent will be given. It is essential that all animals attending events are on a DEWNR permit.