

## Ranger Event Fundraising

GirlGuiding New Zealand is a registered charity and must comply with the Charities Act 2014. It is essential that fundraising is used only for the purpose for which it was given. Even if funders do not require a detailed report of how the funding is spent we should still be in a position to provide this information. Below are a few key points to help you fundraise to attend the GirlGuiding NZ Ranger Event 2018.

- As any funds will benefit an individual (the girl and her parents), they cannot be raised under the name of 'GirlGuiding New Zealand'. Please make it clear to donors that the funds will be used by an individual and not the GirlGuiding New Zealand organisation.
- Fundraising for an individual is not subject to GirlGuiding New Zealand's charitable status. No matter what you choose to call your fundraising activity, it is not considered a charitable activity if it benefits only a specific individual or individuals. Donors to your fundraising campaign are essentially making a gift to the beneficiary.

### ***Group/Unit Fundraising (before October 2017)***

- The Fundraising Intentions Form must be filled out and forwarded to National Office for any fundraising spend or income over \$500 (including raffles). A budget must also be completed in OGM for each fundraising activity.
- Fundraising expenses can be reimbursed by submitting an expense claim form to National Office (please state on the expense claim form "Fundraising for Ranger Event"). The cost of your fundraising expenses will be deducted from the fundraised amount deposited, before being allocated evenly amongst the registered attendees.
- When a unit fundraises for the event together, the fundraised amount is to be deposited by the unit leader.
- These funds will be equally split amongst the girls from that unit who have registered to attend the event. Fundraised amounts will be split and allocated within a 7 working days of funds being received in to the below bank account.
- Group fundraising can be performed until October 2017, when the invoices for the event will be available through OGM. After this point, any additional fundraising done is to be deposited by individuals via their OGM account (refer to below).
- When fundraising has occurred, please email [OGMEvents@girlguidingnz.org.nz](mailto:OGMEvents@girlguidingnz.org.nz) the following information:
  - the date and amount deposited in to account # 03-1592-0800013-00
  - a description of how the funds were generated (e.g. sausage sizzle, raffles)
  - Reference the deposit with your Unit ID, and F18 so we can identify that the fundraising is specifically for the Ranger Event (e.g. 20.100F18)
- If a girl fundraised as part of a group and will no longer attend the event, those funds cannot be used for her fees. Instead, the fundraised amount will be retracted from their account, and redistributed amongst the remaining attendees from their unit.

### **Individual Fundraising (post October 2017)**

- Fundraising after October 2017 should not happen by a unit as a whole. Individual fundraising can occur before October 2017, and should follow the below process.
- If individual fundraising occurs, funds are to be deposited using their OGM account.
- When fundraising has occurred, please email [OGMEvents@girlguidingnz.org.nz](mailto:OGMEvents@girlguidingnz.org.nz) the following information:
  - the date and amount deposited using OGM
  - a description of how the funds were generated (e.g. sausage sizzle, raffles)
  - Reference the deposit with your Individual ID, and F18 so we can identify that the fundraising is specifically for the Ranger Event (e.g. 2000100F18)

### **Local Support**

- Grant making trusts **cannot** be applied to. However many social clubs and local businesses (Rotary, Lions, Jaycees, Zonta etc.) do offer support and these may be applied to. If you are unsure, please contact team ([rangerevent@girlguidingnz.org.nz](mailto:rangerevent@girlguidingnz.org.nz))
- Some organisations offer a localised funding scheme or community award where people can register an initiative or project that focusses on local outcomes i.e. Z Energy Good in the Hood, Neighbourly AMI Community Grants, TrustPower Community Awards etc. Before applying, please contact your Local Co-ordinator (or Regional Hub Co-ordinator if there is no Local Co-ordinator), in case there is an opportunity to making a joint application. The initiative is that the local girls will attend the national event. If you are shortlisted, please fill out a fundraising intentions form and email it to [funding@girlguidingnz.org.nz](mailto:funding@girlguidingnz.org.nz).

### **Travel**

- Apart from transport to and from the venue to Wellington Domestic Airport, no other transport will form part of the Ranger Event fee. Any additional transport arrangements must be arranged and paid for by the individual. You may also fundraise for this; however, this money is not to be deposited into a GirlGuiding NZ account.

### **Other Information**

- GirlGuiding New Zealand reserves the right to approve the use of its name and logo on any promotional material, including flyers, posters, website promotion, etc. For approvals and details contact Hannah Wakelin ([rangerevent@girlguidingnz.org.nz](mailto:rangerevent@girlguidingnz.org.nz)).
- All of your communications (such as flyers, brochures, letters, media releases, etc.) about your fundraising activity must clearly specify the purpose of the fundraising. A suggested way of promoting your fundraiser is:  
*"Funds raised will go to help Rangers attend their National camp at Rathkeale College on 5 January 2018"*