

# **Event Attendance Procedure**

*Version 1 (January 2011)*



---

## PURPOSE

The purpose of this Procedure is to outline the requirements for organizing a fundraising event and what is expected in order to provide uniformity in our public appearances.

## WHAT KIND OF EVENTS DOES THIS PROCEDURE RELATE TO?

An event could be (but not limited to) attendance at an expo, annual show, fete, council run events and public company events - basically anywhere that Wildcare Australia Inc as an organisation, may be represented with the ability to sell products and obtain donations.

## WHAT IS THE PROCEDURE?

Any request for Wildcare Australia Inc. to attend an event would be directed to the Community Events Coordinator in the first instance. The Community Events Coordinator will collect information regarding the event and present this to the Management Committee for confirmation of attendance. For this reason, it is preferable that event attendance requests are presented to the Management Committee at least 2 months prior to the event occurring. We understand that there may be "one-off" cases where this may need to be reviewed, however we do not encourage this option.

The Management Committee is required to authorise any public attendance as it has sole responsibility for governing the organisation's public relations direction.

The following information would need to be provided to the Management Committee to enable a decision to be made regarding confirmation of attendance at the event:

- Name of the event and it's expected size (how many participants is the event likely to attract)
- Location of the event
- Date of the event
- Time frame of the event (including bump-in and bump-out times)
- The number of volunteers required
- Whether any volunteers have already offered to help
- Whether we sell our shop products
- Whether we collect donations
- Whether we can sell raffle tickets
- The cost of the attendance/stall
- If we are organising a BBQ what supplies will be needed

Paying for stall rental space is not encouraged as we are a not-for-profit organisation and we cannot make enough profit on the shop sales to cover this charge.

Once the Management Committee has reached a decision the Community Events Coordinator will be notified that he/she is able to confirm Wildcare's attendance, obtain the appropriate shop merchandise, organise volunteers and collect the marquee, display boards and marketing material.

## ATTENDANCE REGISTER

The Community Events Coordinator should ensure that an Attendance Register is established for each event. Please refer to Form 1.

All participants should sign the Attendance Register, regardless of how long they attend the event. The Attendance Register will be required in the event of any possible insurance claim under Wildcare's Voluntary Workers Insurance Policy and also to ensure that any travel rebates are provided to the appropriate members.

It is the Community Event Coordinators responsibility to ensure everyone who participates signs this register on the day. This information will become useful for peer recognition awards either through the year or at the AGM. If the Community Events Coordinator is not attending a particular event, this responsibility must be delegated to the person in charge of such event.

## APPEARANCE

As you will be representing Wildcare Australia Inc to the public it is very important that our appearance is smart. Where possible we encourage the wearing of Wildcare clothing. This will help get our "brand" out there and if you are walking through the event people may ask where the stall is located. It also helps to provide uniformity at the stall.

## EVENT EXPENSES

It is encouraged that any expenses incurred (especially in the view of a BBQ) be purchased by **1 person**. All receipts are to be collected, an expense claim form completed and everything sent to the Treasurer for processing of your reimbursement claim. **Please note:** If you provide your bank account details at the time of submitting your claim for reimbursement Form 5, the Treasurer will be able to direct deposit the funds to your account as opposed to posting you a cheque.

Any tax invoices that need to be paid prior to the event and have at least 2 weeks before they are due can be submitted to the Treasurer who will organise the payment.

It is not encouraged to take the money for the expenses out of the proceeds of the day due to potential processing issues, however if this needs to occur please contact the Treasurer to discuss prior to the event.

## EVENT INCOME

### **Shop Sales:**

Under no circumstances do we accept cheques for payment of merchandise at events.

If you want to offer credit card facilities, you can have a member of the Management Committee that has access to the internet and the merchant facility attend the event (if you didn't have access to the internet on site), so that if someone was to come up and purchase items and wish to pay with a credit card, we would be prepared. Under no circumstances would we write down their details in order to process later (once the merchandise has left our care if the payment is not honoured, we have lost those goods).

Cash is the preferred method of payment.

### **Donations:**

Any money from the donation box is to be kept separate from the shop sales and raffle ticket sales.

If someone wants to make a donation using a cheque then the process would be to get all of their details, which are name, phone number and postal address. Explain that the cheque would go to the Treasurer for processing and the tax deductible receipt would be issued thereafter.

If they wanted to make a donation via a credit card then ask them to fill in the donation form located on the promotional brochures. This information will then be given to the Treasurer to process and post the tax deductible receipt.

We do not issue tax deductible receipts at shows unless cash is presented. In the event this takes place the Tax Deductible Receipt Allocation Form will need to be filled in, unfortunately 1 copy is given to the donator and the other stays in the book so a copy of the receipt won't reach the Treasurer. Refer to Form 2 at the end of this document.

## STOCKTAKE

A record of all items for sale is to be recorded prior to setting up the stall. Please refer to Form 3 at the end of this document.

Before packing up the stall please record all the stock that was left over on Form 3.

## CASH HANDLING

Please refer to Form 4 at the end of this document for the breakdown of what to record before the event and then after the event.

Depending on the location of the event and where the Treasurer resides there are a few options available.

1. Deposit the proceeds directly into the bank account. Request the bank account details from the Treasurer if this is going to take place.
2. All of the cash could be taken to the Wildcare Office for the office staff to process on behalf of the Treasurer.
3. All of the cash could be taken to the Treasurer to process directly.

Note: Forms 1, 2, 3, 4 and 5 are to be posted/faxed/mailed to the Treasurer no matter which method of deposit is used.

## RAFFLES

The following information has been taken from [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au). Qld Office of Gaming Regulation. The Charitable and Non-profit Gaming Act 1999, Record keeping guidelines (general)

The following information has been provided based on the fact the raffle item has been donated.

### **Category 1**

If the proceeds of the raffle are under \$2,000 then:

- Raffle needs to be drawn no more than 4 months after the 1<sup>st</sup> ticket is sold
- Each ticket must be consecutive
- If the ticket isn't going to be drawn on the same day you must obtain their name, address or phone number
- Prize must be delivered to winner within a month unless in writing by the winner
- Prize winner must be published in the newsletter. Contact [news@wildcare.org.au](mailto:news@wildcare.org.au)

If the proceeds are likely to go over \$2,000, please contact the Treasurer as there are more rules that need to be adhered to.

**Note: It's very important that the Treasurer receives the completed forms as there is a legal requirement to keep all records for a minimum of 5 years.**

The following forms will need to be filled in: Form 4, 6 and 7

**Important Note:** If you are running a donation box, selling shop items and conducting a raffle the Form 4 will need to be filled out for each activity.







**WILDCARE AUSTRALIA INC  
FORM 4  
CASH RECONCILIATION – SHOP ITEMS ONLY**

**Event name/location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Amount of cash at the beginning of the event:     \$                   **A**

Amount of cash at the end of the event:           \$                   **B**

Deduct the amount at A from B                         \$                   **C**       Total sales for the day

Cash breakdown

<b>Currency Amount</b>	<b>Quantity</b>	<b>Currency amount total (currency amount * quantity)</b>
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
50c		
20c		
10c		
5c		
<b>Total Amount</b>		<b>* \$</b>

\*(this figure needs to match with the Total sales figure C from above)

**WILDCARE AUSTRALIA INC  
FORM 5  
EXPENSE CLAIM FORM**

Complete details and then forward to the Treasurer.

<b>DETAILS</b>	
Name:	
Address:	
Bank Details	BSB: _____ Account Number: _____

*NB: Receipts MUST be attached for all items lodged for reimbursement.*

<b>EXPENSE RECORDS</b>				
Date	Paid to:	Description:	Total Amt:	GST:
<b>Total Claim:</b>				

<p><b>SIGNATURE:</b> The above expenses/allowances are claimed and were incurred exclusively in the course of Wildcare Australia business.</p> <p>Signature: _____ Date: _____</p>
--



**WILDCARE AUSTRALIA INC  
FORM 7  
FUNDRAISING SUMMARY**

Item being raffled: \_\_\_\_\_

Who donated the raffled item: \_\_\_\_\_

Date the raffle tickets were sold: \_\_\_\_\_

Date the raffle was drawn: \_\_\_\_\_

Who conducted the draw: \_\_\_\_\_

Who was the winner: \_\_\_\_\_

When was the winner notified: \_\_\_\_\_

What was the selling price of the raffle tickets? \_\_\_\_\_

Was a bundle option available ie 2 for \$5? Yes / No (*circle applicable*)

Was there any expenses incurred to run the raffle, (if yes please list below and forward the receipts to the treasurer for reimbursement (*don't take it out of the raffle proceeds*))

Item	Supplier	Cost

How much money was received from the ticket sales? \_\_\_\_\_

How much money is being banked? \_\_\_\_\_

Name of person filling in this information: \_\_\_\_\_

**All the fields need to be filled in; please do not leave anything blank  
Please contact the Treasurer if you have any questions**