



Paws for a Cause Event Kit



RSPCA 

www.pawsforacause.com.au

How to get started



for a Cause

Thank you for choosing to support the RSPCA by organising your own Paws for a Cause event. Organising a fundraising event is a fun and rewarding way to help animals in need. This kit includes everything you need to start raising vital funds for the thousands of animals the RSPCA cares for every year.

Before the Event

- ❁ Decide what kind of event you would like to run. Check out our fantastic A – Z Event Ideas List on the website.
- ❁ Register your event online at www.pawsforacause.com.au
- ❁ Decide where you will hold your event — at home, in a park, at your office — its up to you!
- ❁ Invite family, friends, colleagues and clients to your event. Email is one of the easiest ways to let people know about what you are doing.
- ❁ Organise! If you will be soliciting donations from local businesses for your event (e.g. raffle prizes, drinks, food, etc) please contact the RSPCA at p4c@rspcawa.asn.au for an Authority to Fundraise Permit.
- ❁ We will send you posters and a donation box to promote your event. Remember to fill in your event information at the bottom of the posters, including how much you are asking people to donate. If you require more posters they are available to download at www.pawsforacause.com.au

On the Day

- ❁ Collect all donations in the Donation Box provided.
- ❁ Remember, all donations over \$2 are tax deductible. If people would like a receipt for tax purposes please record all their details in the Donation Log provided in this kit and return it with the proceeds from your event. Receipts will then be forwarded by post.
- ❁ Thank everyone who helped put the event together and donated.
- ❁ Count the money you have raised and return with the event evaluation form provided in this kit to the RSPCA within 14 days of your event.



Check list and guidelines

It is your responsibility to make sure your event is organised efficiently and safely. These guidelines have been developed to assist you in organising your event. They are designed to protect you, the public and the RSPCA from unnecessary risk.

- ❁ Please remember that your event is not an 'RSPCA event', but a fundraising event to raise funds for donation to the RSPCA.
- ❁ The event is your responsibility. The RSPCA is not able to take a coordination role and we cannot guarantee to assist in soliciting prizes, organising publicity or providing goods/services to assist you. However, where possible, support and advice will be offered.
- ❁ Because of the nature of our organisation and the high ethical standards under which we operate, there are some events we cannot be associated with. The RSPCA reserves the right to refuse to sanction events which conflict with our mission and policies (e.g. events that may cause distress to animals).
- ❁ Your event must meet requirements of relevant laws and regulations.
- ❁ Any costs associated with hosting your event are the responsibility of the host. To keep costs down try and have everything you require donated. Guests/attendees need to make a donation to the RSPCA in addition to any other requests by the host towards hosting the event.

- ❁ Please feel free to contact your local media to tell them about your event. However, if the media require any information about the RSPCA or animal welfare issues, they must contact the RSPCA on (08) 9209 9300. You are not an authorised spokesperson for the RSPCA.
- ❁ In participating in Paws for a Cause you acknowledge that you understand the activities and risks involved and agree, in consideration of permission to participate in the activities, to release and indemnify RSPCA WA (Inc.), its officers, employees and volunteers and all sponsors (may they be individuals or organisations, singularly or collectively) from and against all liabilities, claims, damages, suits, expenses, cause of action, injuries, losses or inconvenience of any description whatsoever arising in any way from your participation in the activities.



Event evaluation

To be completed by the fundraiser:

Under the Charitable Fundraising Act 1991, and the Charitable Fundraising Regulations 1993, the RSPCA is accountable for all monies raised.

For our records please fill out the following and return with the money you have raised to: Paws for a Cause, PO Box 3147, MALAGA, WA 6945.

Date: _____

Name: _____

Organisation: _____

Address: _____

Phone: _____

Email: _____

Amount Raised: _____

Signature of Fundraiser: _____

Payment options

1. Bank Deposit / Electronic Funds Transfer

I have deposited \$ _____ into the RSPCA account.

Date of Deposit: _____

Signature: _____

Account Name: RSPCA WA Inc.

BSB: 036 360

Account Number: 109 119

Reference: 270209

Please attach a copy of the online banking receipt or deposit slip.

2. Bank Cheque or Money Order

Please make all cheques payable to RSPCA WA (Inc.)

Cheque attached to the amount of \$ _____

3. Pay by credit Card

Please debit my credit card \$ _____

Visa Mastercard American Express

Card Number: _____

Expiry Date: _____ Security Number: _____

Cardholder's Name _____

Signature: _____