

These guidelines have been created to assist both individuals and groups who are wanting to support and raise funds.

We thank you kindly for your support and efforts in hosting an event and in turn making change and supporting your community, we truly couldn't do what we do without you!

Let's get started!

### Your Responsibilities

#### Management of the Event

Remember this can be as small and chill or as grand and spectacular as you wish!

You will need to manage the finances, marketing and promotion, any sponsorship and the running of your fundraising event. It's a great idea to try get local businesses on to provide vouchers/items/experiences for prizes or for auction, Talk Peach is unable to provide these for you but we can help advise! This does not have to be complicated, it can be as low key or as grand and spectacular as you wish

#### Finance / Money

New Zealand law requires that you are to keep a record of your expenditure and the income generated from your event. Please know that we have printable forms you can use to make this stress free!

The money you spend to set up your event can be taken out of the money you make.

The rule of thumb is that your fundraising event should aim to return approximately **60%** of the income raised to Talk Peach charity, so the expenses incurred to run the event should ideally not exceed **40%** of the profits made. Please note that your expenses must be key to the success of the event such as food, drink and venue hire.

**For example:** If you raise \$1000, then a minimum of \$600 is donated to Talk Peach, and \$400 goes towards the expenditure of the event.

You must not incur any expenses in Talk Peach's name.



### Donations Received

#### What if someone at the event wants a tax deductible receipt?

If your supporters require a tax receipt for their donation, simply take their name and contact details and pass these details on to us at [info@talkpeach.org.nz](mailto:info@talkpeach.org.nz)

We will get generate a tax receipt and send it to them - simple!

### Banking Funds Raised

When you contact us and apply to hold an event, we will provide you with a **fundraising code**. Please use this code when you are depositing your funds.

The funds from your event must be received **within the 14 days** following the event.

Funds can be deposited via direct bank deposit or cheque.

#### Cheques

Cheques are to be made out to Talk Peach and posted to:

**Talk Peach**

106 Asquith Ave

Mt Albert

Auckland 1025

New Zealand

#### Direct Deposits

**Bank:** Westpac

**Account Name:** Talk Peach Gynaecological Foundation

**Account Number:** 03-1500-0175661-00

Please use the fundraising code we provided as a reference.

Please email [info@talkpeach.org.nz](mailto:info@talkpeach.org.nz) with your fundraising code and the amount of funds deposited.

