

RECYCLE REWARDS

for your School Association

Step 1: Register to collect charitable funds



The form can be downloaded here: [charity application form](#)

For this form you'll need:

- The school address

Details of the Chairperson and Treasurer (DOB, place/country of birth/address/phone/email)

Common questions:

- You do not have a public officer, you could write "N/A under the Education Act (Tas) 2016".
- A description might be "Please note that School Associations in Tasmania are incorporated entities. [school name] Association is incorporated under section 109 of the Education Act (Tas) 2016. The purpose of this application is establish a Recycle Rewards accounts to raise funds to provide additional resources for [school name]".
- Paperwork will take approximately a week to come back.

Step 2: Establish a Recycle Rewards account

Register as a Donation Partner (<https://charity.recyclerewards-app.com/login>)
(where possible use a a School Association specific email address)

For this form you'll need:

- ABN details
- A statutory declaration
- A school association logo

Common questions:

- Legal structure (none fit, select option 4 for unincorporated associations).
- Your ABN name needs to match your constitution "[school name] School Association".
- The statutory declaration needs to be signed by a Justice, Commissioner for Declarations, or authorised person.
 - Question 3 of the form, select option 3. Cross out the un of "unincorporated" and free write "incorporation is under the Education Act (Tas) 2016"
 - Question 5 cross out has. You do not have deductible gift recipient
- You can not use the school logo, you need to create your own (AI can help)
- You are not eligible for deductible gift recipient (DGR)