



Fundraising Terms and Conditions

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These guidelines are designed to assist any individual, group or organization who is interested in raising funds for CDHA. In order to abide by the Fundraising Appeals Act 1998, anyone wishing to raise funds on behalf of a charitable organisation must hold an authority to fundraise issued by that organisation.

To obtain approval for authority to raise funds from CDHA the following fundraising terms and conditions need to be accepted and an application to raise funds form completed and submitted for approval.

CDHA will issue you with a letter of approval/endorsement which will then enable you to undertake fundraising on behalf of the CDHA when:

- A written and signed copy of the Application for Authority to Raise Funds has been received.
- CDHA is satisfied that the fundraising activity will produce an appropriate return after expenses have been deducted.
- CDHA is satisfied that the fundraising activity fits in with its aims and values
- CDHA is satisfied that the fundraising activity is not high risk.

The fundraiser is not authorised to name CDHA as a beneficiary until a letter of approval / endorsement has been received.

CDHA reserves the right to withdraw approval to fundraise should it be necessary to protect the reputation of CDHA. If this was to occur, all fundraising and promotion must cease immediately, and the fundraising authorisation letter and all monies raised must be returned to CDHA within seven (7) days.

FUNDRAISING FOR CDHA

The fundraising activity, including the financial aspects, fundraising, raffles, record keepings and management of the activity shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.

A Fundraiser has no power to bind CDHA in any manner whatsoever or to take any action or do any act or thing in the name of CDHA. Fundraisers must make it clear when dealing with the public, sponsors and supporters that they are not representing CDHA; they are acting on its behalf to raise funds that will be forwarded to CDHA.

The Fundraiser indemnifies CDHA against any liability, action, claim, suit, damage, cost and expense (including all legal fees) suffered by CDHA, to the extent that a claim or action brought against CDHA is connected to, in relation to or arising out of the

Fundraiser's: -

- (a) negligence; or
- (b) breach of, or default under, this Agreement.

The Fundraiser releases CDHA from and indemnifies CDHA against any liability for any injury, accident or other loss, whether physical or financial, suffered by the Fundraiser or its personnel in the course of conducting the Fundraising Activity.

CDHA is not able to take a co-ordination role in your Activity, such as soliciting prizes, organising publicity or celebrities, assisting with ticket sales, or providing goods and services to assist the fundraiser in running the Activity.

The Fundraising Activity needs to be promoted and conducted by the Fundraiser in compliance with all relevant laws and regulations. Any permits or approvals are the responsibility and at the cost of the Fundraiser. Copies of permits and approvals must be provided to CDHA.



CDHA expects a reasonable level of liaison and information regarding your Fundraising Activity.

Any changes made from the details provided on the Application to Raise Funds must be reported to CDHA within 14 days of the date of the change and before the commencement of the Activity.

CDHA requires that there be no door-to-door appeal, street collections or telephone solicitation of any kind to the public in connection with the Fundraising Activity.

FINANCIALS

CDHA's insurance policy does not cover activities conducted by outside organisations and groups.

All insurance cover required is the responsibility of the Fundraiser. (eg. public liability or wet weather insurance for an outdoor event).

The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the activity.

If the Fundraiser plans to host a ticketed event such a gala dinner or trivia night, a budget and financial plan may be required. The fundraiser should complete the standard fundraising application form and a CDHA team member will be in contact for further information. The Fundraiser must keep an accurate record of income, expenses and net proceeds from fundraising activities for 12 months.

Raffles: All raffles must comply with state rules and regulations. This is the responsibility of the fundraiser. Monies raised through a raffle cannot be used to pay any event expenses. All proceeds raised by a raffle need to be donated to CDHA. The only expense that can be taken out of funds raised by a raffle are those that are strictly raffle related, eg raffle ticket printing, raffle tickets.

Individual tax deductible receipts can only be issued by CDHA for people making monetary donations of \$2.00 or more. If a donor would like a receipt, they may donate online, or please send a list including the name, address, phone number and donation amount and a receipt will be issued from CDHA.

Please note that CDHA cannot provide tax deductible receipts for non tax deductible items such as goods, sponsorship, ticket purchases, merchandise sales, entry to an event, donations of goods or services, raffle tickets and auction purchases. However, letters of acknowledgement can be provided for donations of goods.

ADVERTISING AND THE USE OF THE NAME / LOGO

The Fundraiser is not permitted to use the name or logo of CDHA without written approval from CDHA. At no time can your Fundraising Activity be advertised as a CDHA Event or Product. However, it can be referred to as an Event or Product supporting CDHA. CDHA can allow you to use the tag line "proudly supporting" on all of your promotional material. For example, "this event is proudly supporting CDH Australia" or "funds raised will be donated to CDH Australia".

All promotional material, advertisements, media materials and press releases to be used by the Fundraiser in relation to your Activity must comply with CDHA brand guidelines and need to be submitted to CDHA for written approval before public distribution or circulation.

QUESTIONS?

Please email fundraising@cdh.org.au