



Australian Childhood Foundation

FUNDRAISING GUIDELINES

INTRODUCTION

- Any person, organisation, group or other, fundraising in the name of the Australian Childhood Foundation needs to accept the following guidelines and register their fundraising activity with the Australian Childhood Foundation. Please contact us if you have any questions. We are here to help!
- Please read through these Guidelines, then complete and sign the Fundraising Registration Form accepting our fundraising conditions.
- Return the Fundraising Registration Form to us. If your Event is suitable, we will send you an authorisation letter and support materials to fundraise on our behalf.

FUNDRAISING FOR AUSTRALIAN CHILDHOOD FOUNDATION

- Due to limited resources, we are, unfortunately, unable to take a coordination role in your Event, such as assistance with ticket sales, soliciting prizes or organising celebrities. The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangements for the Event must be planned with the approval of the Australian Childhood Foundation and we expect a reasonable level of liaison and information about the Event.
- We ask that any changes made from the original details provided on the Fundraising Registration Form be reported to the Australian Childhood Foundation.
- The Australian Childhood Foundation asks that there be no door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Event.

FINANCIAL ASPECTS OF THE EVENT

- Any expenditure involved with conducting your fundraiser and any disposition of funds and profits resulting from a fundraising appeal must be properly authorised by the Australian Childhood Foundation.
- 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 Event.
- Proceeds from the Event can be forwarded by cheque to the Australian Childhood Foundation.

- We can issue individual receipts for tax deduction purposes if an attendee at the Event makes a donation of \$2.00 or more to the Australian Childhood Foundation. Please send in a list including name, address, phone number and donation amount.
- If an attendee has received goods or services in return for money given (e.g. purchased raffle tickets or prizes at auction), a tax-deductible receipt cannot be issued.

THE USE OF THE AUSTRALIAN CHILDHOOD FOUNDATION NAME OR LOGO

- While the Fundraiser is unable to call the Event an Australian Childhood Foundation Event, we encourage you to include in the description of the Event copy such as: 'Supporting the Australian Childhood Foundation'.
- The Australian Childhood Foundation supports the use of copy stating the relationship between the Fundraiser and ACF for all fundraiser promotional material. Suggested wording would be: 'Proudly supporting the Australian Childhood Foundation'.
- We ask that any printed materials or advertisements to be used by the Fundraiser in relation to the Event be submitted to us for approval. It is also necessary to state how the proceeds from the Event are to benefit the Australian Childhood Foundation, ie. 'all proceeds from this Event' or 'all proceeds from the auction'.
- We ask that all media materials and releases be approved by the Australian Childhood Foundation prior to circulation. Approval can be given within a day in most cases.
- We encourage the Fundraiser to use the Australian Childhood Foundation logo on materials or products to support the Event. We ask that the Fundraiser discuss the logo's application with us prior to use.

CHILDREN, CELEBRITIES AND AChIF REPRESENTATIVES

- The Australian Childhood Foundation does not encourage the use of abused children in events or in the media in any way that would compromise their privacy.
- Due to the number of celebrities who tirelessly support our organization, we ask that any plans to approach public personalities to support the Event be discussed with the Australian Childhood Foundation prior to contact.
- An Australian Childhood Foundation representative would be happy to attend your Event. We ask that you provide at least three weeks notice.

DISCLAIMER

The Fundraiser agrees to release the Australian Childhood Foundation to the fullest extent permissible under law for all claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arises because of the negligence of the Australian Childhood Foundation or its agents.

The Australian Childhood Foundation reserves its right to terminate the agreement relating to the Event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

If you have any questions about this document, or fundraising for the Australian Childhood Foundation in general, please don't hesitate to contact us on 1800 176 453 or cfiorini@childhood.org.au.