

## **Event Policies**

1. Authority to fundraise
  - As the host you are not authorized to fundraise for Challenge until you have registered your event and received your letter of confirmation (this is your welcome email if you are raising money online)
  - By registering your event you accept the following guidelines in connection with your event.
2. Costs of the Pie Night / Day
  - As the host you are responsible for any costs of holding the pie night or pie day
  - In addition to any requests made by the host for contributions to the pie night or pie day, guests must make a donation to Challenge
3. Banking donations (not applicable to online fundraisers)
  - Deposit all the money you raise directly into The Biggest Aussie Pie Night account at your nearest NAB branch by October 1st. Use the deposit slip provided and mail your deposit receipt and reconciliation form to Challenge House, 529-535 King St, West Melbourne 3003.
4. Media
  - If you wish to approach media for your event, please contact Challenge
  - If you require further information on Challenge and its programs to share with your guests please call 1800 828 855
5. No door knocking
  - Challenge requires that there be no door-to-door appeal, street collections or telephone solicitation of any kind in connection with The Biggest Aussie Pie Night™
6. Raffles:
  - If you decide to conduct a raffle at your event for prizes exceeding \$1200 in value you must contact Challenge
  - There is no need to get a permit if the value of prizes offered does not exceed \$500
7. Donation Receipts
  - Donations over \$2 are tax deductible.
  - If your guests require a receipt please contact Challenge for an official receipt book
  - When a supporter purchases an auction item or raffle ticket, a tax deductible receipt cannot be issued.
8. Waiver
  - In participating in The Biggest Aussie Pie Night™ 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 Challenge , its officers, employees and volunteers and all sponsors (be they individuals or organisations, singularly or collectively) from and against all liabilities, claims, damages, suits, expenses, causes of action, injuries, losses or inconvenience of any description whatsoever arising in any way from your participation in the activities.