Telethon Juvenile Diabetes Family Centre 2014 Community Fundraising:

Activity Application Form and Terms and Conditions

Thank you for your interest in fundraising for the Telethon Juvenile Diabetes Family Centre.

Your generosity will help us support children with type 1 diabetes and their families to manage a very complex disease.

All individuals, groups or organisations who wish to raise money for charitable organisations must hold an authority to fundraise. Therefore, before you commence your fundraising, you will need to obtain an authority to fundraise from the Family Centre.

Below is an application form, along with the Family Centre’s terms and conditions for holding a fundraising event or activity. Please read the terms and conditions carefully. If you accept and agree to them please complete, sign and return the application and registration form to the Family Centre, either at rebecca@telethonjdfc.org.au or via post to POS Box 1813 Osborne Park DC WA 6916. We will send you an email if your fundraising event has been approved.

We thank you and look forward to you helping us reach our goal.

Telethon Juvenile Diabetes Family Centre 2014 Community Fundraising Terms and Conditions

The Telethon Juvenile Diabetes Family Centre (the Family Centre) abides by the Charitable Collections Act 1946. The below terms and conditions have been developed to outline your obligations to the Family Centre to ensure we operate under the prevailing legislation.

Fundraising for the Family Centre

- Any individual, group or organisation, fundraising on behalf of the Family Centre must agree to and accept the following terms and conditions, and register, and have authorised by the Family Centre, their fundraising event or activity.
- If the Family Centre accepts your offer to fundraise, we will send you an authorisation letter to fundraise on our behalf. We are also happy to support your fundraising event by placing the information about your fundraising event on our Facebook page.
- You will are not authorised to raise for the Family Centre until you have received our authorisation letter.
- If the details of your fundraising event change from the original details provided in your registration form, it is essential that you advise the Family Centre, as this may result in a new authorisation letter being issued.
- The organisers of the fundraising event are to be the sole organising and administrators of their event or activity, and the Family Centre will not take on any responsibility for the operation or conduct of the fundraising event.

Legal Requirements

- The organisers and any participants involved in the fundraising should ensure that they comply with any and all legislation, regulations, by-laws and codes applicable to any person who is:
  - collecting funds for a charitable organisation;
  - operating, managing or administering any raffle ticketing, game of chance, bingo, tipping or any other form of appeal to the public for donations or proceeds;
  - operating, managing and administering the fundraising event.
- The organisers of the fundraising event should contact the Department of Consumer and Employment Protection and the Gaming and Wagering Commission to find out what licences, approvals or permits may be required to conduct your fundraising event or activity. The Family Centre may request a copy of the
granted licence, approval or permit. The Family Centre will not be able to arrange a licence, approval or permit on your behalf.

- Please note that the Family Centre does not endorse or approve door to door or street collections under any circumstances.
- Any children under 16 years collecting donations as part of your fundraising activity should be accompanied by a parent/guardian.
- Must wear name badge during fundraising, which is consecutively numbered. The badge should indicate the name of the collector, the name of the charitable organisation and specify the period the authority shall remain in force.

Costs of the Fundraising Event
- The organisers’ responsibilities include, (but are not limited to):
  1. all of the costs and liabilities associated with the event. The organisers are not permitted to incur expenses or other liabilities in the name of the Family Centre;
  2. organising appropriate cash handling systems for the fundraising event;
  3. reconciling all proceeds received from the fundraising event and arranging for the proceeds to be forwarded to the Family Centre within 14 days from the completion of the fundraising event.
  4. where applicable, provide the Family Centre with a copy of an statement of income and expenditure arising from the conduct of the event.
- The organisers of the fundraising event are not allowed to establish any bank or other lending institution account, cash or loan facility, in the name of or for the benefit of Family Centre.
- The Family Centre can provide official receipt books or can issue individual receipts for tax deductions to supporters of the fundraising event who have provided a gift or donation (i.e. have not received a material benefit or advantage in return for their payment). To obtain a receipt please forward the contact details of the supporter and their donation amount to the Family Centre.
- Collectors must give receipts for all monies received and goods sold. The receipts are to be consecutively numbered and bear the name and address of the organisation for which the appeal is being made.

Liability and Insurance
- The organisers of the fundraising event or activity are responsible, at their own cost, to ensure that all necessary and sufficient insurance, safety and first aid precautions are in place to conduct their fundraising event. Please contact your independent insurance adviser to determine the appropriate insurance and indemnity coverage for your fundraising.
- The Family Centre may request a copy of the insurance policy/certificate of currency for your fundraising event.
- The Family Centre does not accept any liability whatsoever for any fundraising event conducted by you or any other third party.

Sponsorship and Promotional Materials
- The organisers of the fundraising event are not to represent themselves or authorise any employee, agent or contractor to represent themselves as employees, agents or contractors of the Family Centre.
- You are required to advise the Family Centre of any proposed sponsors of the fundraising event, including sponsors of each individual participant, taking part in the fundraising event. The proposed sponsors will need to be authorised by the Family Centre prior to the commencement of the fundraising event.
- The Family Centre name, logo and brand are not to feature on any of your marketing and promotional
materials without prior approval from the Family Centre.

- All promotional materials of the fundraising event are to be approved by the Family Centre.
- All promotional and publicity materials should clearly state that the fundraising event is being organised by you/your association/your company etc and that the Family Centre is a beneficiary of the fundraising event.

Media

- The organisers of the fundraising event are not permitted to make any statement or issue any release to any form of media without first obtaining approval from the Family Centre.

Disclaimer

- If it appears to the Family Centre that the organiser(s) of the fundraising event have failed to adhere to any of the terms and conditions, the Family Centre reserves its right to withdraw its approval and authorisation for the fundraising event, at any time.
Telethon Juvenile Diabetes Family Centre

2014 Community Fundraising Activity
Registration Form

Fundraising Organiser’s details

Contact Person/Organiser:

Company (if applicable):

Address:

Mobile:

Business/Home Phone:

Email:

Please note most correspondence will be done via email.

Drivers Licence No:

Details of your fundraising

Category (please tick): Company ☐ Individual ☐ Club ☐ School ☐

Name of fundraising event:

Description of fundraising (i.e. what exactly are you doing to raise money?):
Date of fundraising (please include start and finish dates if applicable):  __________________________

Location of fundraising activity:  __________________________________________________________

Is the fundraising open to the general public?

Yes ☐  Is there an entry fee/ticket cost (please specify cost):  ________

No ☐  Is there an entry fee/ticket cost (please specify cost):  ________

What is your estimated fundraising target?  ________

What inspired you to raise funds for the Family Centre?  _______________________________________

Previous fundraising

Have you raised funds for the Family Centre before?  Yes ☐  No ☐

Description of fundraiser (including dates):

Acknowledgment of terms and conditions

Please sign below to acknowledge that you have read the attached terms and conditions to fundraise for the Telethon Juvenile Diabetes Family Centre and that you accept and agree abide by them:

Name (please print clearly):  __________________________  Signature:  __________________________

Date:  __________________________

Please return this form to the Telethon Juvenile Diabetes Family Centre

Email:  rebecca@telethonjdfc.org.au

Post:  PO Box 1813, Osborne Park DC WA 6916