

COMMUNITY FUNDRAISING GUIDELINES

Thank you for considering Alzheimer's Australia Vic as the beneficiary of your fundraising activity or event ('Activity').

While Alzheimer's Australia Vic greatly appreciates your support in raising funds for our work it is important that fundraising activities or events are consistent with the image and values of our organisation.

Once you have read these guidelines and the accompanying terms and conditions, please complete and return the Community Fundraising Application Form to Alzheimer's Australia Vic.

It is a requirement that all fundraising activity be authorised in writing by Alzheimer's Australia Vic. So please complete and return the Application Form at the earliest opportunity. Our Community Fundraising Coordinator will then contact you to discuss your fundraising activity.

The completed Community Fundraising Application Form provides the basis for an Activity to be organised by you ('the Fundraiser') in conjunction with Alzheimer's Australia Vic.

Alzheimer's Australia Vic will indicate its acceptance and we may vary the proposal following discussion with the Fundraiser. If accepted we will provide an authorisation letter ('Sanction').

If you have any questions about this document, or fundraising for Alzheimer's Australia Vic in general, please contact:

The Fundraising Department
Alzheimer's Australia Vic
Locked Bag 3001, Hawthorn VIC 3122
Phone : 03 9815 7800
Fax : 03 9815 7801
Email : vic.fundraising@alzheimers.org.au



TERMS AND CONDITIONS OF FUNDRAISING ON BEHALF OF ALZHEIMER'S AUSTRALIA VIC

1. FUNDRAISING FOR ALZHEIMER'S AUSTRALIA VIC

- Please remember that the Activity will not be Alzheimer's Australia Vic's fundraising activity, but a fundraising activity to raise funds for Alzheimer's Australia Vic.
- The Activity shall be conducted in the Fundraiser's name and is the sole responsibility of the Fundraiser. The Fundraiser agrees to release Alzheimer's Australia Vic 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 Alzheimer's Australia Vic or its agents.
- For your Activity to be approved, you will need to complete, sign and send to Alzheimer's Australia Vic the Community Fundraising Application Form. An Alzheimer's Australia Vic representative will contact you to discuss.
- Alzheimer's Australia Vic is not able to take a coordination role in the Activity, and its staff cannot assist in soliciting prizes, organising publicity, media management, organising/engaging celebrities, or providing goods and services to assist the Fundraiser in the running of the Activity.
- The Fundraiser's arrangements for the Activity must be planned with the approval of Alzheimer's Australia Vic. Alzheimer's Australia Vic expects a reasonable level of liaison and information about the Activity. Any changes made from the details provided on the Application Form must be reported to Alzheimer's Australia Vic.
- Should the Fundraiser prefer for the money raised to go to a certain project, the Fundraiser should let Alzheimer's Australia Vic know this in advance. Unrestricted money is always appreciated and will be used appropriately in supporting people with dementia, their families and carers.

2. PRINTED MATERIALS AND THE USE OF ALZHEIMER'S AUSTRALIA VIC'S NAME AND LOGO

- If the Fundraiser wishes to use the Alzheimer's Australia Vic logo on any materials or products, the Fundraiser must obtain prior permission from Alzheimer's Australia Vic and all materials must be approved prior to distribution. Instead of using the logo, Alzheimer's Australia Vic can sanction the use of a line of text stating the relationship between the Fundraiser and Alzheimer's Australia Vic for all fundraising promotional material. For example, the line of text may read, "*50% of proceeds will be donated to Alzheimer's Australia Vic*".

3. ALZHEIMER'S AUSTRALIA VIC REPRESENTATIVES

- If the Fundraiser would like a representative of Alzheimer's Australia Vic to attend the Activity, or play a part in the proceedings, Alzheimer's Australia Vic should be notified as early as possible to enable the most appropriate representative for the Activity to be available.

4. FINANCIAL ASPECTS OF THE ACTIVITY

- It is a requirement of the *Fundraising Act 1988 and Fundraising Regulations 2009 No. 29* that the Fundraiser keeps a record in writing of the Activity. This record is to consist of:
 - (a) the purpose for which the Activity was held;
 - (b) the full name and address of the Fundraiser and the authority under which the Activity was held; and
 - (c) an accurate statement showing full details of all income and expenditure associated with the Activity, and of the monies and property raised by or resulting from the Activity and of the disposal of all such monies and property.
- Individual donation receipts for tax deductible donations made by supporters of the Activity will only be issued by Alzheimer's Australia Vic if a donation of \$2.00 or more is given. When the supporter has given money in return for goods or services, a tax-deductible receipt cannot be issued (i.e. fee for a ticket, entrance, dinner, auction item etc). The Fundraiser must keep a register of all supporters eligible for a tax-deductible receipt. If donors' full names and addresses are not provided to Alzheimer's Australia Vic, the receipts will be sent to the Fundraiser for distribution.

5. DISCLAIMER

- Alzheimer's Australia Vic reserves its right to terminate the agreement relating to the Activity 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.

IMPORTANT

If you plan to raise in excess of \$10,000 you must register as a fundraiser with Consumer Affairs Victoria – it doesn't cost anything to register.

Even if you don't think you will raise \$10,000 you may wish to consider registering as a fundraiser – just in case.

Download the form at <http://www.consumer.vic.gov.au/clubs-and-not-for-profits>. You will be required to send in your Sanction Letter.