



## Community Fundraiser Registration

Please complete this form and your **Fundraising Proposal** attached and return to the Community Relations Coordinator.

Your **Letter of Authority to Fundraise** and **Fundraiser ID Card** will be posted back to you within 3 to 5 working days if approved. You must have received this approval before you can begin fundraising.

### CONTACT DETAILS

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
Title First Name Surname

**Name of organisation** (if applicable): \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street Address/Post Office Box

\_\_\_\_\_ Suburb State Post Code

**Email:** \_\_\_\_\_  
(On occasion we may send you email updates about The Foundation's work)

**Phone: Home:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Business:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Mobile:** ( \_\_\_\_\_ ) \_\_\_\_\_

*I have read The Fred Hollows Foundation's Fundraising Guidelines carefully and understand their content. I agree to conduct my event or activity in accordance with these guidelines. I understand that I cannot claim against The Fred Hollows Foundation or its staff and volunteers for any loss, damage or injury incurred as a direct or indirect result of this fundraising event or activity.*

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Signature (or signature of parent or guardian if applicant is under 15)

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Date



## Community Fundraising Proposal

### **EVENT INFORMATION**

**Name of main contact** (if different to first page): \_\_\_\_\_

**Title of event/activity:** \_\_\_\_\_

**Proposed date/time frame of your event: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Address or venue of event/activity:** \_\_\_\_\_

**Further details of planned fundraising activity:** (Where applicable please include Ticket price, estimated number of tickets to be sold, prizes to be offered, publicity plans, proposed corporate sponsor etc. Please continue overleaf if there is insufficient room).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What has inspired you to raise funds for The Foundation?** \_\_\_\_\_

\_\_\_\_\_

**Have you fundraised for The Foundation before?**  No  Yes : Please provide ID number: \_\_\_\_\_

**How much money do you plan to raise** (estimate)? \_\_\_\_\_

**How will proceeds of the event be distributed?**  100% To The Foundation  Income less expenses to

The Foundation  Sharing with another charity. Please specify: \_\_\_\_\_

### **SUPPORT**

I would like to request the following (Please note materials are subject to availability)

Receipt Booklets (25 per book) Qty: \_\_\_\_\_  A3 Poster Qty: \_\_\_\_\_

Newsletters/Annual Reports Qty: \_\_\_\_\_

Cataract Masks Qty: \_\_\_\_\_

### **REFEREE**

*Please provide the name and contact details of a person who has known you for longer than 12 months to provide a character reference.*

**Name :** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Office Use Only – to be completed by The Fred Hollows Foundation

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_ Fundraiser ID: \_\_\_\_\_



## Community Fundraising Guidelines

1. These guidelines have been developed to assist groups and individuals (The Fundraiser) that are planning to fundraise on behalf of The Fred Hollows Foundation (The Foundation).

A Fundraiser must complete/sign and return this document to The Foundation. If approval to fundraise is granted by The Foundation these terms and conditions will form the basis of any dealings between The Foundation and the Fundraiser in relation to the event.

### Authorisation

2. Fundraisers must provide The Foundation with a clear written description of the nature, extent and duration of the fundraising activity, provide an estimate budget of the proposed activity and provide information about the group or individuals organising the activity.
3. Any person or organisation must, by law, have a Letter of Authority to fundraise. The Foundation will issue the Fundraiser this letter if their proposal is approved and:
  - a. The Foundation is satisfied that the event/activity will produce a return of at least 60% income after expenses have been deducted
  - b. The Foundation is satisfied that the Fundraiser will supply a complete record of income and expenditure with supporting receipts and invoices within 4 weeks of the conclusion of the event/activity.
  - c. The Foundation is satisfied that the event/activity fits with its aims and values.
  - d. The Foundation is satisfied that the fundraising activity is not high risk.

A Fundraiser ID Card will also be issued to the approved Fundraiser. The ID card must be displayed when the Fundraiser is collecting monies or conducting the activity. The letter and card will contain a Fundraiser ID number that should be included in all correspondence with The Foundation.

4. The Fundraiser is not authorised to use The Foundation as its beneficiary charity until it has received the Letter of Authority. Permission to fundraise is issued for a period no longer than 12 months, and following the event/activity the letter of authority to fundraise, ID card, along with the records of income and expenditure and accompanying receipts, and any used or unused receipt books must be returned to The Foundation.
5. The Fundraiser understands that The Foundation reserves the right to withdraw approval of this event/activity at any time should the event/activity or the event/activity organisers fail to comply with The Foundation's Fundraising Guidelines.
6. The Foundation may withdraw the Fundraiser's authority to fundraise by notifying the Fundraiser in writing. The Fundraiser must immediately cease the event/activity and return the Letter of Authority, Fundraiser ID Card and all records and monies must be returned to The Foundation within seven days.
7. The Fundraiser must abide by all relevant State legislation for fundraising and apply for any permits and authorities that may be required. Different states have their own legislation, which should be checked beforehand by the Fundraiser. Please contact The Foundation if you need direction or guidance in this area.

### Upholding The Foundation's Standards

8. Due to the nature of the work of The Foundation and the high ethical standards under which The Foundation operates, there may be some events we cannot approve. Please note the following activities will not be approved:
  - a. Telemarketing, door knocking, collection tins or buckets, or soliciting donations in public places such as shopping centres
  - b. The sale or promotion of tobacco products or illegal drugs
  - c. Events that do not promote the responsible service of alcohol
9. Fundraisers agree that they have read The Foundation's Child Protection Policy available at [www.hollows.org.au/Child\\_Protection\\_Policy/](http://www.hollows.org.au/Child_Protection_Policy/) and have signed the attached Child Protection Code of Conduct.

### Organising the Event

10. The fundraising event/activity shall be conducted in the name of the Fundraiser and is the sole responsibility of the Fundraiser. The Fundraiser must make it clear in all their dealings with the public, sponsors and supporters that they are not employees or agents of The Foundation, nor are they acting in another other representative capacity.
11. The Foundation is not able to take a coordination role in event organising and its staff cannot assist in soliciting prizes, organising publicity, or providing goods and services to assist the Fundraiser in the running of the event/activity.
12. The Foundation does not provide public liability insurance for fundraisers. Try joining forces with an existing group (Scouts, Rotary or Lions) or hold your event at a venue which is already covered by public liability insurance.
13. The Foundation expects The Fundraiser will keep The Foundation up to date throughout planning for the event/activity.
14. If you have a business you may wish to donate a percentage of sales over a period of time to The Foundation. You will need to contact The Foundation to make an arrangement that satisfies The Foundation and the State Department's guidelines for working with a trader.
15. For fundraising purposes, a child is anyone under the age of 15. The minimum age of children participating in an appeal (event/activity) as a volunteer is 8 years. There are specific codes of practice associated with children in fundraising that may apply. Please discuss with The Foundation if you intend involving children in your event/activity.
16. The Fundraiser verifies that they are in proper physical/mental condition to organise and run this event and acknowledge that they are aware of the risks involved and voluntarily agree to assume those risks.

### Promoting the event/activity

17. Any use of The Foundation's logo must be approved. Each community fundraising event will be evaluated on a case by

case basis and it is at the discretion of The Foundation whether logo usage shall be granted.

18. All references to The Foundation in each piece of promotional material, including text and images, (whether taken from The Foundation's website and print materials or another source) must be submitted to The Foundation for approval before publication.
19. The Foundation may approve the use of a line of copy (suggestions below) stating the relationship between the event/activity and The Foundation. The organisation must be referred to as 'The Fred Hollows Foundation' or 'The Foundation. Suggested wording:
  - a. 'Proudly supporting The Fred Hollows Foundation'
  - b. 'Funds raised are used to support The Fred Hollows Foundation's projects in over 18 countries worldwide and in Australia's Indigenous communities'
  - c. 'All net proceeds to The Fred Hollows Foundation'
  - d. 'This is a volunteer run event raising money for The Fred Hollows Foundation'.
20. Details on how the income/proceeds from the event/activity will be allocated to The Foundation must be stated on all materials and correspondence relating to the event/activity. For example the Fundraiser should specify:
  - a. If 100% of money raised will come to The Foundation, and the Fundraiser will cover their own costs
  - b. If income from the event/activity less expenses will come to The Foundation
  - c. If income will be split with another charity, if so with whom and how the income will be allocated
21. The Foundation cannot undertake media relations on behalf of the Fundraiser but is happy to provide advice on producing media materials. Please notify The Foundation if you intend to approach any media.
22. Please notify The Foundation if you plan to approach a corporate sponsor.
23. Due to the 'Federal Privacy Act (1998)' The Foundation is unable to promote Fundraisers events/activities to our database.

#### **At The Event**

24. The Foundation recommends that no counting of cash donations takes place at an event unless prearranged and a private, quiet room can be provided. Two people are required to be present for any counting of cash donations, both people to sign a document confirming the total counted.
25. It is recommended that no cash bills be paid at the event unless prearranged with a supplier or venue.
26. Fundraisers who expect to receive cash donations at their events should provide adequate secure containers for receiving cash such as a lockable petty cash tin or similar.
27. If a Foundation representative is present at an event, the fundraiser remains solely responsible for all aspects of the event unless prearranged and agreed between the fundraiser and the representative of The Foundation.

#### **Financial Aspects of Your Event/Activity**

The financial aspects of your event activity are entirely the responsibility of the Fundraiser.

28. The basic obligations of the 'Charitable Fundraising Act (1991)' and Regulations for Fundraisers are to:
  - a. Keep accurate financial records (including retention of receipts and invoices), and hence provide The

Foundation with an accurate record of income and expenses associated with the event/activity within 4 weeks of the conclusion of activity/event;

- b. A bank account may be set up to receive funds from the fundraising activity. All funds donated to your fundraising activity are to be banked into this account and the account must be closed after your event. Please notify The Foundation of the signatories to this account.
29. The Foundation cannot pay expenses incurred by you, however expenses necessary to conduct the activity/event can be deducted from income provided they are documented properly. Total expenses must be less than 40% of income.
30. Funds raised in the aid of The Foundation cannot be used to make a donation to another organisation.
31. Any GST associated with the cost of the fundraising is the responsibility of the registered fundraiser.
32. The Foundation can provide official receipts for donations towards approved fundraising events/activities. Tax-deductible receipts can only be issued to people donating money of \$2 or more, where the donation is a gift (the donor received nothing of material value in return). Receipt booklets must be returned, whether completely or partially used, to The Foundation within four weeks of the event/activity conclusion. The Foundation will provide the Fundraiser with advice for issuing receipts. It is the responsibility of the Fundraiser to familiarise themselves with:
  - a) When a receipt can be issued, and to whom i.e. the following are not tax deductible: ticket purchases (eg raffle), entry to an event, donations of services and auction purchases;
  - b) The legal implications of issuing receipts;
  - c) The necessity of returning official receipts (used and unused) to The Foundation;
  - d) Reconciliation of funds.

**Thank you for taking the time to read these guidelines. If you have any queries about your application please contact the Community Relations Coordinator.**

## Child Protection Policy Code of Conduct

The Fred Hollows Foundation strongly condemns all forms of child abuse and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for all children with whom we come in contact during the course of our work.

As a representative of The Fred Hollows Foundation, I commit to abiding by this Code of Conduct which requires me to:

1. Be respectful of children's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.
2. Conduct myself in a manner consistent with my position as a positive role model to children and as a representative of The Fred Hollows Foundation.
3. Follow organisational policy and guidelines concerning the safety of children as outlined in The Foundation's Child Protection Policy.
4. Follow relevant local, state and national law relating to the protection of children.
5. Ensure that, in any dealing with children during the course of my work, I:
  - Do not hit, physically harm or mistreat children.
  - Refrain from any sexual act or behaviour towards children and young people, including using sexually suggestive language.
  - Make every attempt not to spend unnecessary or excessive amounts of time alone with children.
  - Refrain from inappropriate physical contact with children.
  - Avoid acting in ways that shame, humiliate, degrade or otherwise perpetrate any form of psychological harm against a child.
  - Refrain from developing relationships with children that could be deemed exploitative or abusive in any way.
  - Refrain from discriminating against, showing differential treatment or favouring particular children to the exclusion of others.
6. Respect the confidentiality of a child's personal information so that their dignity and safety is not compromised.
7. Refrain from photographing children or using their photographs in program or promotional materials without following The Foundation's 'Photo Library' policy.
8. Report any possible or actual breaches of this Code of Conduct by Foundation staff, representatives or associates to the relevant FHF Manager(s) as set out in this policy as soon as I become aware of the situation.

*I have read the Child Protection Policy and Child Protection Code of Conduct (available at [http://www.hollows.org.au/Child\\_Protection\\_Policy/](http://www.hollows.org.au/Child_Protection_Policy/)) and agree to abide by it at all times to protect the children I may come into contact with through my work for and/or association with The Fred Hollows Foundation.*

Name & signature: \_\_\_\_\_

Date: \_\_\_\_\_