

AGREEMENT TO FUNDRAISE



Before you begin organising your fundraising activity/event, please complete this form and return it to Ronald McDonald House Charities SA. We will provide you with an Authority to Fundraise letter once your event has been approved. Then you can get started!

FUNDRAISER CONTACT DETAILS

Title: Mr / Mrs / Ms /Other_____ (please circle)
Name: _____
Company/group name (if applicable): _____
Address: _____
Suburb: _____ State: _____ Postcode: _____
Preferred Contact Phone Number: _____
Email Address: _____

Have you conducted a fundraiser for Ronald McDonald House Charities SA in the past? YES NO

What inspired you to fundraise for Ronald McDonald House Charities?

FUNDRAISING ACTIVITY/EVENT DETAILS

Fundraising event/activity name: _____
Event/activity date(s): _____ Event/activity venue: _____
Event Activity Description: _____

Do you plan to make this a regular event? YES NO
Will any other organisations benefit from your fundraising activity/event? YES NO
Please provide details: _____
Do you plan to involve children in your fundraising event? YES NO
Are you seeking sponsorship for the event? YES NO
Please provide details: _____

BUDGET INFORMATION

How much money do you expect the event to raise (approximately)? _____
How much will the event/activity cost? _____
What percentage of money raised will be donated to Ronald McDonald House Charities SA? _____
If you are selling an item(s) or donating part of the proceeds from your usual course of business, what percentage of funds do you intend to donate to Ronald McDonald House Charities SA? _____

Note: We understand that you may only be able to provide us with cost and fundraising estimates. All expenses deducted from monies raised must be fair and reasonable (Eg: no more than 40% of total funds raised)

SUPPORT FROM RONALD MCDONALD HOUSE CHARITIES SA

What support/assistance do you require from Ronald McDonald House Charities SA?
 Use of the Ronald McDonald House Charities SA supporter's logo
 Use of approved Ronald McDonald House Charities SA wording
 Tax Deductible Receipts Log (we will issue receipts if required on your behalf):
 Other (please specify): _____

YOUR OBLIGATIONS AS A FUNDRAISER

1. I have read Ronald McDonald House Charities SA's Fundraising Terms of Agreement (attached to this form) and I agree to conduct my fundraising event/activity in accordance with these terms and in a manner which upholds the integrity, professionalism and values of Ronald McDonald House Charities SA.
2. I understand that Ronald McDonald House Charities SA reserves the right to withdraw approval for the fundraiser/event at any time if there is a likelihood that the activity/event fails to adhere to any of Ronald McDonald House Adelaide's Agreement to Fundraise. Ronald McDonald House Charities SA will notify the Fundraiser of the breach of the Agreement to Fundraise with Ronald McDonald House Charities SA and give the Fundraiser the opportunity to remedy the breach within 5 working days.
3. I acknowledge that I am in proper physical and mental condition to conduct the fundraising activity/event and voluntarily agree to the risks associated with conducting the activity/event.
4. I understand that I cannot make a claim against Ronald McDonald House Charities SA for any damage, loss or injury arising at or from the fundraising event/activity outlined in this agreement.

Signature (or signature of parent or guardian if you are under the age of 18 years)

Print name:-----

Date:-----

PLEASE RETURN THIS FORM TO:

Ronald McDonald House Charities SA
271 Melbourne Street
North Adelaide SA 5006
E: anna.bradley@rmhc.org.au

WITH YOUR GENEROUS SUPPORT,
RONALD MCDONALD HOUSE
CHARITIES CAN CONTINUE TO
SUPPORT AND **KEEP FAMILIES**
TOGETHER WHILST THEY FACE THE
MOST CHALLENGING TIME OF THEIR
LIVES.



INTERNAL USE ONLY

Date application form received:----- Received by:-----

Is the event/activity approved? Yes No | Date Letter of Authority sent:-----

FUNDRAISING FOR RONALD MCDONALD HOUSE CHARITIES SOUTH AUSTRALIA TERMS OF AGREEMENT



These Terms of Agreement provide the basis for a fundraiser/event to be organised by the Community Fundraiser on behalf of Ronald McDonald House Charities SA. By signing and returning the Fundraising Agreement to Fundraise, the Community Fundraiser indicates acceptance these Terms of Agreement and thereafter these terms and conditions will form the basis of any dealings between Ronald McDonald House Charities SA and the Community Fundraiser in relation to the fundraiser/event. "Community Fundraiser" means the individual or organisation holding the fundraiser/event for the benefit of Ronald McDonald House Charities SA.

Authority to fundraise

Regulation and best practice in Australia dictate that any person or organisation fundraising must have an 'authority to fundraise'. The Community Fundraiser is not authorised to use Ronald McDonald House Charities SA as its beneficiary charity until it has received an authorisation letter from Ronald McDonald House Charities SA. The 'authority to fundraise' will be sent by Ronald McDonald House Charities SA after:

- we have received a written and signed application from the Community Fundraiser;
 - we are satisfied that the fundraiser/event will produce a reasonable return after expenses have been deducted;
 - we are satisfied that the fundraising activity fits in with the aims and values of Ronald McDonald House Charities SA;
- and
- we are satisfied the fundraising activity is not high risk.

The fundraiser/event shall be conducted in the Community Fundraiser's name and is the sole responsibility of the Community Fundraiser. Ronald McDonald House Charities SA is not able to take a coordination role in these activities and its officers cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Community Fundraiser in the running of the fundraiser/event.

Legal implications

The event/fundraiser must meet the requirements of relevant State and Territory laws and regulations. The information you give Ronald McDonald House Charities SA must be available to regulatory authorities on request. Ronald McDonald House Charities SA does not provide legal advice regarding compliance with these laws and regulations.

Ronald McDonald House Adelaide's reputation

Due to the nature of our organisation and the high ethical standards under which we operate, there are some events with which we cannot be associated. We cannot endorse some activities, including:

- extreme sports such as parachuting, paragliding or bungee jumping,
- motor vehicle and motor bike racing and activities that involve marine racing unless the Fundraiser provides evidence of public liability insurance to cover themselves and their participants;
- gambling;
- games of chance that do not comply with State legislation;
- activities of a sexual nature; or
- activities that promote harm to self or the environment.

Insurance

Ronald McDonald House Charities SA is unable to provide public liability insurance cover to Community Fundraisers.

Using the Ronald McDonald House Adelaide name and logo

Please remember that the event will not be Ronald McDonald House Charities SA's event, but an event to raise funds for donation to Ronald McDonald House Charities SA. All material with which the Ronald McDonald House Charities SA name and logo is to be associated must first be approved by Ronald McDonald House Charities SA. If the Community Fundraiser wishes to utilise the Ronald McDonald House Charities SA's name and/or logo on any materials or products, the Community Fundraiser must obtain prior permission from Ronald McDonald House Charities SA.

References to Ronald McDonald House Charities SA

If the Community Fundraiser wishes to refer to or promote Ronald McDonald House Charities SA, it must refer to Ronald McDonald House Charities SA as "Ronald McDonald House Charities SA" or the specific House which will benefit from monies raised. Eg Ronald McDonald House Adelaide.

Printed Materials

Any material, pamphlets, brochures or products must be submitted to Ronald McDonald House Charities SA for approval before a request to use the logo will be granted. Other printed material, such as media releases must be pre-approved by Ronald McDonald House Charities SA. Printed material must be forwarded to Ronald McDonald House Charities SA for approval prior to being printed or circulated.

Use of the logo

Permission to use the logo must be requested and will attract conditions to be negotiated between Ronald McDonald House Adelaide and the Community Fundraiser, especially if the use of the logo is for marketing activities of the organisation. A minimum amount of donation may have to be guaranteed for activities of this nature. Guidelines on how to use the logo will be supplied once permission for its use is granted.

Participation of children in an appeal

Some States have special regulations that apply when children participate in an appeal. Different rules apply for children of different ages. If you are planning to involve children in your fundraising activity/event, you will be required to comply with further guidelines from Ronald McDonald House Charities SA before proceeding with your activity/event.

Finance, records and receipting

The financial aspects of fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Community Fundraiser and the Community Fundraiser must comply with the relevant State or Territory laws and regulations.

The following is a summary of financial reporting typical of that required from Community Fundraisers which is needed to protect the public interest:

- set-up and maintain proper financial records and accounts which can be audited if necessary;
- provide Ronald McDonald House Charities SA at the outset with an accurate estimate of expenses and the likely proceeds of the fundraiser/event;
- where necessary/appropriate, set up a separate bank account that mentions Ronald McDonald House Charities SA's name. All funds are to be banked into this separate bank account. This account must be closed after your event;
- money raised and details of your actual income and expenditure must be returned to Ronald McDonald House Charities SA within four (4) weeks of the fundraising activity; and
- Ronald McDonald House Charities SA cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. (Total expenses must be less than 40% of total proceeds).

Receipts

Ronald McDonald House Charities SA can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of \$2 or more.

The Community Fundraiser must keep a register of all attendees/supporters eligible for a tax-deductible receipt.

Individual receipts will be sent to the Community Fundraiser for distribution to attendees/supporters. It is the responsibility of the Community Fundraiser to understand:

- circumstances when a receipt can be issued, and to whom, NB: The following are not tax-deductible: Ticket purchases (eg. raffle), entry
- to an event, donations of goods or services, auction purchases, or purchase of a device;
- the legal implications of issuing receipts and the necessity of returning official receipts books (used and unused) to Ronald McDonald House Charities SA; and
- reconciliation of funds.

Approval

For your fundraiser to be approved, you will need to complete and sign the Fundraising Agreement form. You will be notified by in writing if your Proposal is successful.

If you have any queries about your application, please contact Ronald McDonald House Charities SA.