

Thank you for your interest in making us a beneficiary of a fundraising activity.

These guidelines provide the basis for a fundraising activity to be organised by the Fundraiser *on behalf of* Diabetes WA. If accepted, by signing and returning the Fundraising Proposal and Agreement, these terms and conditions (Guidelines) will form the basis of any dealings between Diabetes WA and the Fundraiser in relation to the fundraising activity.

1. Fundraising for Diabetes WA

- 1.1 "Fundraiser" means the individual or organisation organising the fundraising activity on behalf of Diabetes WA.
- 1.2 Regulation and best practice in Australia dictate that any person or organisation fundraising must have an 'Authority to Fundraise'. The Fundraiser is not authorised to use Diabetes WA as its beneficiary charity until it has received an authorisation letter. This will be sent by Diabetes WA when:
 - We have received a written and signed application;
 - We are satisfied that the fundraising activity will produce a reasonable return after expenses have been deducted;
 - We are satisfied that the fundraising activity fits in with our aims and values; and
 - We are satisfied the fundraising activity is not high risk.
- 1.3 The fundraising activity shall be conducted in the Fundraiser's name and is the sole responsibility of the Fundraiser. Diabetes WA is not able to take a coordination role in the activity and its officers cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Fundraiser in the running of the fundraising activity.
- 1.4 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 activities such as extreme sports, including parachuting, paragliding or bungee jumping, motor vehicle and motor bike racing and activities that involve marine risks unless the Fundraiser provides evidence of public liability insurance to cover themselves and their participants. Diabetes WA is unable to provide public liability insurance cover for fundraising activities organised by third parties.
- 1.5 The Fundraiser's arrangements for the fundraising activity should be planned with the approval of Diabetes WA

2. Using the Diabetes WA Name and Logo

- 2.1 Please remember that the fundraising activity will not be Diabetes WA's activity, but an activity to raise funds or donations for Diabetes WA.

- 2.2 All material (print and electronic) with which the Diabetes WA name and logo is to be associated must first be approved by Diabetes WA. If the Fundraiser wishes to utilise the Diabetes WA name and/or logo on any materials or products, they must obtain prior written permission from Diabetes WA.
- 2.3 If the Fundraiser wishes to refer to or promote Diabetes WA, it must refer to Diabetes WA as "Diabetes WA". The Fundraiser has no right to the name "Diabetes WA" nor is the Fundraiser given the right to raise funds in that name.
- 2.4 If given written permission to use the Diabetes WA name, suggested wording would be "proudly supporting Diabetes WA" or "funds raised help Diabetes WA".
- 2.5 Permission for logo usage must be sought and will attract conditions to be negotiated between Diabetes WA and the Fundraiser, especially if the use of the logo is for marketing activities of the organisation, and a minimum donation amount may have to be guaranteed.
- 2.6 All printed material, such as posters, brochures and media releases must be forwarded to Diabetes WA for approval prior to being printed or circulated.

3. Finance, Records and Receipting

- 3.1 The financial aspects of fundraising, raffles, record keeping and management of the fundraising activity are entirely the responsibility of the Fundraiser and the Fundraiser must comply with the Charitable Collections Act and Regulations.
- 3.2 The Charitable Collections Act and Regulations highlight the need to protect the public interest and require that Fundraisers:
- Set-up and maintain proper financial records and accounts which can be audited if necessary;
 - Provide Diabetes WA at the outset with an accurate estimate of expenses and the likely proceeds of the fundraising activity;
 - Where necessary/appropriate, set up a separate bank account that mentions Diabetes WA's name. All funds are to be banked into this separate bank account which must be closed after the fundraising activity;
 - Money raised and details of your actual income and expenditure must be returned to Diabetes WA within four weeks of the fundraising activity being completed.
- 3.3 Diabetes WA cannot pay expenses incurred by the Fundraiser, however they can deduct necessary expenses from the proceeds of the fundraising activity, provided they are properly documented. Total expenses should not exceed more than 30% of total proceeds.
- 3.4 Diabetes WA can provide official receipts for approved events. Tax-deductible receipts can only be issued to people *donating* \$2.00 or more.
- 3.5 The Fundraiser must keep a register of all attendees/supporters eligible for a tax-deductible receipt. Individual receipts will be sent to the Fundraiser for distribution to attendees/supporters.

- 3.6 Diabetes WA can provide the Fundraiser with guidance for using receipts. It is the responsibility of the Fundraiser to familiarise themselves with these, and understand:
- Circumstances when a receipt can be issued, and to whom. Note that following are not tax-deductible: ticket purchases (eg. raffle), entry to an event, donations of goods or services and auction purchases;
 - The legal implications of issuing receipts and the necessity of returning official receipt books (used and unused) to Diabetes WA; and
 - Reconciliation of funds.

4. Legal Implications

- 4.1 The fundraising activity must meet requirements of relevant State laws and regulations.
- 4.2 The information you give Diabetes WA must be available to regulatory authorities on request.

5. Approval

- 5.1 For your fundraising activity to be approved, you will need to complete and sign the Diabetes WA Fundraising Proposal and Agreement form.
- 5.2 You will be notified by mail or email if your Proposal is successful.

If you have any queries about these fundraising guidelines please contact the **Diabetes WA Fundraising Team** on (08) 9325 7699.