TYPE 1 DIABETES FAMILY CENTRE

Type 1 Diabetes Family Centre

Community Fundraising Terms & Conditions

Thank you for considering the Type 1 Diabetes Family Centre as the beneficiary of your community fundraising activities. Our tribe of community fundraisers are our heroes. No matter how big or small, your donations help us continue providing children and young adults in Western Australia (along with their families, carers and support people) with a range of clinical, psychological and social support services designed to meet the challenges of living with type 1 diabetes.

To help you coordinate your fundraising activity, and in order to comply with the *Charitable Collections Act 1946 (WA)* and other relevant legislation, we have compiled the following terms and conditions that outline our mutual responsibilities and obligations.

Authority to fundraise for the Family Centre

The Family Centre is required to approve and authorise all fundraising activities. Once we have approved your community fundraising proposal, we will send you a Letter of Authority to fundraise on our behalf.

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.

If the details of your fundraising event change from the original details provided in your proposal form, it is essential that you advise the Family Centre, as this may result in a new written authorisation being issued.

Legal, safety and insurance requirements

All fundraising activities must comply with relevant local, State and Federal laws.

You are responsible for obtaining adequate insurance (for example, public liability insurance) with respect to the fundraising activity and ensuring all safety and first aid precautions are in place. Please contact your independent insurance adviser to determine the appropriate insurance and indemnity coverage for your fundraising activity. The Family Centre may request a copy of the insurance policy/certificate of currency for its records.

Permits may be also be required from local councils for events and activities within their locality. There are also regulations and guidelines relating to liquor licensing, preparation and the sale of food, please contact the relevant government body and/or your local council to discuss.

For more information on permits required for raffles, two-up, bingo and lotteries please visit the Department of Racing, Gaming and Liquor website www.rgl.wa.gov.au or contact them on (08) 6551 4888.

Depositing funds raised

All monies received must be paid to the Family Centre within 14 days of collection as required by the *Charitable Collections Regulations 1947*. You may use the Fundraising Completion Form accompanying your Letter of Authority or deposit the funds directly into our bank account. Please do not send cash through the post.

Telethon Juvenile Diabetes Family Centre Ltd
BSB: 086 420
AC: 27 034 1403
Reference: please include the Authorised Fundraiser's name in the reference description field.

Costs and expenses

Our online tool kit includes a sample budget to assist you in projecting the estimated income and expenses your fundraising event may incur. Please be aware that the Family Centre cannot pay any expenses or costs incurred by you or any third party. In addition, you may not establish a bank or other lending institution account, cash or loan facility, in the name of or for the benefit of Family Centre.

Individual receipts

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 donation of $2 or more (i.e. have not received a material benefit or advantage in return for their payment, such as raffle tickets or event entry fees). Please provide a list including the name, address, phone number and donation amount if individual receipts are required.

Use of the Family Centre's brand elements

The use of the Type 1 Diabetes Family Centre's brand elements (including the name, logo, Elly the Elephant, images, icons etc) is strictly limited to official Family Centre use. An example of acceptable naming of your event is "Charity Fun Run, proudly supporting the Type 1 Diabetes Family Centre", but not "Family Centre Fun Run". We can issue you with our 'proudly supporting Type 1 Diabetes Family Centre' logo and approved images on request. Use is limited to communications and materials specifically relating to the fundraising activity and for an agreed period of time, as outlined in the Letter of Authority.

Please note that any copy/design referring to the Family Centre and/or including our 'proudly supporting' logo in correspondence, advertising, publicity or any printed or digital form (including merchandise and apparel) must be approved by the Family Centre prior to production and distribution.

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.

Indemnity

The Family Centre does not accept any liability whatsoever for any fundraising event or activity conducted by you or any other third party.

Termination

The Family Centre, in its absolute discretion and without any obligation to pay any costs, reserves the right to withdraw its approval of the fundraising event at any time if it appears that there is a likelihood that you will fail to meet the above requirements.