



Fundraising Terms and Conditions

A huge heartfelt thank you for your support.

1. These terms and conditions relate to the co-ordination of an event/activity with the aim of raising funds for the benefit of Dementia Foundation for *Spark of Life*.
2. Fundraiser means the individual, group or organisation holding the event or activity for the benefit of Dementia Foundation for *Spark of Life*.
3. The Fundraiser needs to agree to these terms and conditions and email this signed document together with the filled in **Fundraising Proposal Form** to Dementia Foundation for *Spark of Life* for approval.

Once the Fundraiser has been approved by Dementia Foundation for *Spark of Life* the fundraiser will receive an **Authority to Fundraise Letter**. This authenticates that you are a registered Fundraiser for Dementia Foundation for *Spark of Life*. You are then able to start fundraising and this letter can be produced upon request when asking for donations or sponsorship.

At the time of receipt of the Authority to Fundraise you will also receive the following 3 forms for which the use is described in these Fundraising Terms and Conditions.:

- **Income and Expense Form**
- **Fundraising Completion Form**
- **List of Donors to Receive Tax Receipts**

4. Fundraisers are not authorised to use Dementia Foundation for *Spark of Life* as their beneficiary charity until they have received the Authority to Fundraise, as this safeguards everyone involved.

5. You may fundraise during the approved dates only, and only for the approved event or activity indicated in your Letter of Authority to Fundraise. If you wish to extend or change any aspect of your fundraising event or activity, you simply need to seek additional approval from Dementia Foundation for *Spark of Life*.

6. Your event/activity is not covered by Dementia Foundation for *Spark of Life*'s public liability insurance. You must make sure that your own insurance policy covers any risk associated with your fundraising.

7. If you are asking for 'In Kind' goods, free or discounted goods and/or services for your authorised fundraising event, these items should be used for the event/activity intended. If items are not utilised for the current event/activity, the items need to be reserved for further fundraising earmarked for the Dementia Foundation for *Spark of Life* with the exception of perishable fresh foods.

8. Fundraising through telemarketing or door-to-door solicitation are both forms of fundraising that have strict legislative requirements and are not endorsed by Dementia Foundation for *Spark of Life* and are not part of the Fundraiser Agreement with Dementia Foundation for *Spark of Life*.

9. If the Fundraiser wishes to use the Dementia Foundation for *Spark of Life*'s logo and or name on any printed materials such as, but not limited to, flyers, posters, invites, then a sample of the material needs be sent to Dementia Foundation for *Spark of Life* for approval before use.

10. It is essential that Fundraisers contact Dementia Foundation for *Spark of Life* to gain approval before they contact or approach any public personality or celebrity.

11. All monies collected must be counted/verified and witnessed by a minimum of two people and accurately recorded by the Fundraiser. Please use the **Income and Expense Form** provided.

This documentation of income and expenses (associated with the fundraising event) must then be presented together with the **Fundraising Completion Form** to Dementia Foundation for *Spark of Life* within 14 days of completing your fundraising activity.

12. Funds must be paid to Dementia Foundation for *Spark of Life* within 14 days of completing your fundraising activity. The sooner you bank your fundraising proceeds, the sooner it can start assisting Dementia Foundation for *Spark of Life* in restoring hope, joy and zest for life for people with dementia and those who care for them. Once funds have been received by Dementia Foundation for *Spark of Life*, a receipt in the name of the activity/event will be issued.

13. The Fundraiser needs to take all reasonable steps to keep the expenses at or below 30% of your profit. In a practical sense, as a guide this means that for every \$1 you spend, you should aim to raise \$3 in return.

14. Individual receipts for tax deductions for attendee/supporters of the activity/event will be issued by Dementia Foundation for *Spark of Life* for general donations of \$2.00 or more. Please fill in the form: **List of Donors to Receive Tax Receipts** and email to Dementia Foundation for *Spark of Life* which will issue the receipts once the funds have been deposited into the Dementia Foundation for *Spark of Life* account.

Please note, when an attendee/supporter has given money in return for goods or services, a tax-deductible receipt cannot be issued such as if a person buys a cake at a cake stall, that payment does not attract a tax-deductible receipt.

15. Dementia Foundation for *Spark of Life* reserves its right to withdraw its approval for the event/activity at any time if it appears that the Fundraiser is failing to adhere to any of the above terms and conditions.

16. At all times, before, during or after your fundraising event/activity it is an expectation that all Fundraisers must conduct themselves with decency, dignity and good taste and in a manner that does not harm or diminish Dementia Foundation for *Spark of Life*'s good name in the community.

State Fundraising Requirements within Australia

Dementia Foundation for *Spark of Life* is registered as a charity with the Australian Charities and Not for Profits Commission and operates under numerous State fundraising licenses. When fundraising within Australia for Dementia Foundation for *Spark of Life* you must comply with all laws and regulations relating to charitable fundraising in your state.

It is your responsibility to obtain any necessary permits or licenses for your fundraising activity, and to review fundraising regulations with your state authority – particularly if you are a registered business and/or organising a raffle or auction.

I have read, fully understood and agree to comply with the above terms and conditions of fundraising as set out by Dementia Foundation for *Spark of Life*.

Full Name

Signature

Date

Please email this signed and dated form together with your **Fundraising Proposal Form** to action@dementiafoundation.org.au