

As a fundraiser, there are a few responsibilities that you need to be aware of when fundraising for Variety Queensland Incorporated:

- In order to be a legitimate fundraiser for Variety Queensland your event or activity must be registered with Variety Queensland. You must have an official Letter of Authority issued for your fundraising activities. This is required by law and will be issued once Variety has assessed and approved your fundraising event or activity.
- The person who signs the Request to Fundraise form will be the activity organiser, which makes them solely accountable for managing the fundraising activity in an appropriate and responsible way.
- It's up to the activity organiser to ensure the safety of the activity, including organising appropriate public liability insurance and providing first aid services if they are needed.
- You need to fulfil any legal obligations for fundraising and comply with any regulations. You will also need to organise any permits, licenses, insurance or authorities to fundraise where necessary. This information will be available from your state government or local council.
- You will need to hold on to all the money you raise until your fundraising activity is over and make sure it's kept in a safe place. Money needs to be donated to us within 14 days of the activity being completed.
- Variety Queensland reserves the right to audit paperwork associated with the event/fundraising activity. Organisers are responsible for keeping all paperwork relevant to the event/fundraising activity until December 31 of the year your event/fundraising activity was held (this is three months post Variety Queensland end of financial year).
- You may only use our name and logo to promote your activity if you adhere to the conditions outlined below:
 - Any promotional material and collateral that uses the Variety – the Children's Charity logo must state the words 'Proudly Supporting' or similar before the logo.
 - All promotional materials and collateral must be approved by Variety Queensland before going to print or being distributed in any format.
 - If you are unable to adhere to the above conditions, please use the words "proudly supporting Variety – the Children's Charity" or similar in text without using our logo.
- You are not able to approach the general public with door to door or telephone collections as part of your fundraising activity.
- People under 16 years of age collecting donations or money must have an adult with them.
- You agree to release Variety Queensland Inc. to the fullest extent permissible under law for all claims and demands of any kind associated with the activity and indemnify Variety Queensland for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the activity caused by your breach of these responsibilities or negligence.
- Variety Queensland reserves the right to withdraw your authority to fundraise at any time.
- Variety Queensland's authorisation of your event may be issued at the absolute discretion of Variety Queensland based on the information you have provided. If authorisation is given, it is given in reliance on your having given us honest and truthful information regarding your event and any risks or hazards to which participants may be exposed. Variety Queensland will inform you before authorising your event whether your proposed event will be covered by

Variety Queensland insurance. If it is not, the event may only proceed once proof or satisfactory insurance cover is made available to Variety Queensland.

DECLARATION OF PROMISE:

The answers provided to the questions above are true and correct. I will notify Variety Queensland Incorporated of any changes to the event that will have an impact on any of the above questions.