

Fundraising Terms & Conditions



Support from fundraisers in our community enables Variety Queensland to make grants of equipment, therapy and scholarships to help disadvantaged children reach their full potential. We value the energy, enthusiasm and effort you make on our behalf. As a fundraiser, there are a few terms and conditions that you need to be aware of and accept when fundraising for Variety Queensland:

- In order to be an authorised 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 activity organiser signs the Request to Fundraise form, which makes them solely accountable for managing the fundraising activity in an appropriate and responsible way.
- The activity organiser is responsible for ensuring the safety of the activity, including organising appropriate public liability insurance and providing first aid services if they are needed.
- All fundraising activities must comply with all relevant Australian Federal and State laws. Fundraisers also need to be aware of regulations related to gaming, liquor licensing and food preparation, and organise any permits, licenses, insurance or authorities to fundraise where necessary. This information will be available from your state government or local council.
- Fundraisers need to hold on to all the money raised until your fundraising activity is over and make sure it's kept securely. The net proceeds from your fundraising event or activity must be remitted to Variety Queensland within 30 days of the activity being completed, along with an accurate, detailed record of income and expenses associated with the activity and copies of receipts or invoices for all expenses. Reasonable legitimate expenses can be taken out of the gross proceeds, but these should not exceed 40% of the gross proceeds.
- Variety Queensland requires an accurate record of donations of \$2 or more so tax-deductible receipts can be provided at the conclusion of your activity if required. To be tax-deductible, a donation must be a gift where the donor receives nothing of material value in return.
- All donations are non-refundable and non-transferable once processed. If you'd like to split a donation or proceeds from a fundraising event with another event participant or team, this must be done at the time the funds are being deposited. After that, we cannot move funds from one team's account to another.
- Variety Queensland reserves the right to audit paperwork associated with the event/fundraising activity. Fundraisers are responsible for keeping all paperwork relevant to the event/fundraising activity until December 31 of the year your event/fundraising activity was held (which is three months after Variety Queensland's end of financial year).
- Fundraisers have a responsibility to make it clear that the fundraising activity is not Variety's, but an activity to raise funds to support Variety.
 - Fundraisers are not permitted to use the Variety logo at any time.
 - A "supporter" logo is available upon request. Requests to use this logo will be evaluated on an individual basis and approval is at the discretion of Variety. If logo use is granted, any marketing materials using the logo must be submitted to Variety for approval, prior to production or circulation.
 - If you are unable to adhere to the above conditions, please use the words "Proudly Supporting Variety – the Children's Charity" in text without using our logo.
- Variety Queensland is unable to distribute press releases or organise media coverage for your activity, or to promote your activities to our database.
- Fundraisers are not authorised to speak on behalf of Variety Queensland, only about your fundraising activity.
- Fundraisers are not able to approach the general public with door to door or telephone collections as part of your fundraising activity.

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- People under 16 years of age collecting donations or money must have an adult with them.
- Fundraisers agree to release Variety Queensland 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 or activity 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 you providing 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 of satisfactory insurance cover is made available to Variety Queensland.

DECLARATION OF PROMISE:

I accept and will abide by the above terms and conditions. I will notify Variety Queensland Incorporated of any changes to the event that will have an impact on any of the above guidelines.

Name:

Signature:

Date: