

Fundraising Terms & Conditions



Support from fundraisers in our community enables Variety – the Children’s Charity of Queensland to give Aussie kids a fair go through grants, programs, scholarships and experiences. We value the energy, enthusiasm and effort you make on our behalf. These fundraising guidelines provide the conditions of fundraising for Variety Queensland. All individuals, organisations or groups who intend to raise funds for Variety Queensland must agree to these conditions in planning and running all fundraising events and activities.

You must disclose any prior or current criminal convictions before approval is granted. Variety – the Children’s Charity is a child-safe organisation and works to protect children from exposure to harm.

Legal Responsibilities

- In order to be an authorised fundraiser for Variety Queensland, your event/activity must be registered with Variety Queensland via this [form](#). Upon approval, you will receive an official **Letter of Authority** for your fundraising event/activity. This is required by law.
- The authorised fundraiser is the person who signs the activity registration form, which makes them solely accountable for managing the event/activity in a legal, ethical and responsible way.
- The authorised fundraiser is responsible for ensuring the safety of the event/activity, including organising appropriate public liability insurance and providing first aid services if they are needed.
- If you have requested it, Variety Queensland will inform you whether your proposed event/activity 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.
- 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 is available from your state government or local council.
- Fundraisers agree to release Variety Queensland to the fullest extent permissible under law for all claims and demands of any kind associated with the event/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 event/activity caused by your breach of these responsibilities or negligence.
- Variety Queensland’s authorisation of your event/activity may be issued at its absolute discretion based on the information you have provided. If authorisation is given, it is given in reliance on you providing truthful information and any risks or hazards to which participants may be exposed.
- Variety Queensland reserves the right to withdraw your authority to fundraise at any time and to communicate this decision to any other Variety office.

Financial Responsibilities

- People under 16 years of age collecting, handling or managing funds must be under the supervision of a responsible adult over the age of 18.
- Fundraisers need to securely keep all the money raised until your event/activity is over. The net proceeds from your event/activity must be remitted to Variety Queensland within **30 days** of completion, along with an accurate, detailed record of income and expenses 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 event/activity if required. To be tax-deductible, a donation must be a gift where the donor receives nothing of material value in return.

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- All donations are non-refundable and non-transferable once processed. If you'd like to split a donation or proceeds from an event/activity 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 without the donor's permission.
- Variety Queensland reserves the right to audit paperwork associated with the event/activity. Fundraisers are responsible for keeping all relevant paperwork until December 31 of the year your event/fundraising activity was held (which is three months after Variety Queensland's end of financial year).

Promoting Your Activity/Event

- Fundraisers have a responsibility to make it clear that the event/activity is not Variety's, but in support of Variety.
 - Fundraisers are not permitted to use or modify the Variety or a Variety event logo at any time.
 - A "Proudly Supporting" logo is available upon request. Requests 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 event/activity, or to promote it to our database or on our social media.
- If you would like to have your authorised event/activity promoted on our website or in event newsletters under Supporter Events, you are responsible for submitting the copy and any images for approval.
- Variety Queensland may be able to assist with reasonable requests for promotional items/signage for your event/activity depending on availability.
- Fundraisers are not authorised to speak to the media on behalf of Variety, only about your event/activity.
- Fundraisers are not able to approach the general public with door-to-door or telephone collections as part of your event/activity.

Treatment of Children

- Fundraisers and event/activity volunteers/staff must obtain parental or guardian consent before interacting physically with a child (e.g. hugging) or taking the child's photo or video.
- Fundraisers and event/activity volunteers/staff must not condone or participate in behaviour towards children which is illegal, discriminatory, unsafe, exploitative, harmful, or abusive.
- Fundraisers are recommended but not required to hold a Blue Card; if they do and a negative notice is issued, they will not be permitted to fundraise on behalf of Variety until the negative notice is lifted.

Declaration

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

Name:

Signature:

Date:

Note: If these terms and conditions are accepted electronically, it constitutes an explicit acceptance of the above terms and conditions.