

Fundraising for Variety the Children's Charity

Thank you for nominating Variety – the Children's Charity to be the beneficiary of proceeds raised at your fundraising event/activity.

Please complete the following fundraising event details and return the form to Variety. You will receive a **'Letter of Authorisation'** that lets the community know that you are authorised to fundraise on Variety - the Children's Charity's behalf. Once you have your letter you are ready to hold your event and start fundraising!

Fundraising Terms & Conditions

Please read Variety – the Children's Charity Fundraising Terms and Conditions. By reading these and completing the Community Fundraising Registration Form you agree to hold your fundraising event in accordance with Variety - the Children's Charity guidelines.

The Australian Government has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Acts in each state, anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the organisation, Variety – the Children's Charity. So before you get started in your fundraising for Variety Victoria, we will need to authorise your fundraising activity. All individuals, groups or organisations who wish to fundraise must register, whatever the size of the event or the donation, including cash or in-kind. The Fundraising Terms & Conditions are designed to assist you in planning your fundraising activities, please read the terms below, then complete, sign and send back the Fundraising Form to Variety Victoria via fax 03 8698 3933 or email fundraising@varietyvic.org.au. A Fundraiser is not authorised to use Variety - the Children's Charity as its beneficiary charity until it has received an official Variety Authorisation Letter.

FUNDRAISING FOR VARIETY THE CHILDREN'S CHARITY

- Due to limited resources, Variety Victoria is not able to take a coordination role in your event, such as assistance with ticket sales, soliciting prizes or organising celebrities unless otherwise agreed.
- The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangements for the Event must be planned with the approval of Variety Victoria and a reasonable level of liaison and information about the Event is expected.
- Any changes made from the original details provided on the Fundraising Form must be reported to Variety Victoria and may result in a new letter to be authorised.
- Variety Victoria requires that there be no door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Event.

FINANCIALS

- Any expenditure involved with the conduct of your fundraiser and any dispersion of funds and profits resulting from a fundraising appeal must be properly authorised by Variety Victoria beforehand.
- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event. The Charitable Fundraising Act states this as expenses not exceeding 40% of the gross proceeds.
- The proceeds of the Event, the official authorisation letter, and a statement of income and expenditure together with copies of receipts for all expenditure, are to be sent to Variety within 14 days of the conclusion of the Event.

- Individual receipts for tax deductions for supporters of the Event can be issued by Variety if that supporter makes a donation of \$2.00 or more. If supporters would like receipts, The Fundraiser is to send Variety Victoria a list including name, address, phone number and donation amount. A template is available from Variety Victoria to assist you with capturing this information.
- When the supporter has received goods or services in return for money given, for example purchased raffle tickets or prizes at auction, a tax-deductible receipt cannot be issued.
- For donated goods and services Variety Victoria requires correspondence from the company or individual stating the donated value of goods or services to the event.

THE USE OF VARIETY BRAND

- The Fundraiser has no right to the names Variety - the Children's Charity and/or Variety Victoria and/or Variety. Nor is the Fundraiser given the right to raise funds in those names. This means you cannot call your event a Variety event i.e. A Variety Trivia Night; however you can call it an event supporting Variety - the Children's Charity.
- Variety can authorise the use of a line of copy stating the relationship between the Fundraiser and Variety Victoria for all fundraising promotional material. Recommended wording would be, 'This event proudly supports Variety - the Children's Charity or 'Funds raised will assist Variety - the Children's Charity to empower sick, disadvantaged and special needs children.
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to Variety Victoria for approval and must also state how the proceeds from the event are to benefit Variety Victoria, e.g. 'all proceeds from this event' or 'all proceeds from the auction'. Please allow 5 days for approval of your material.
- If the Fundraiser wishes to use Variety - the Children's Charity logo on any materials or products, the Fundraiser must obtain prior permission from Variety Victoria. Variety Victoria does not encourage the use of Variety children in events or in the media in any way that would compromise their privacy. Should you wish to include some stories; testimonials or case studies in your promotional material Variety Victoria will be able to provide you with appropriate material

MEDIA AND PUBLIC RELATIONS

- All media materials and press releases must be approved by Variety Victoria prior to circulation. Please allow 5 days for approval and we are happy to discuss any ideas you may have and provide an example press release.

VARIETY REPRESENTATIVES

- A Variety Victoria representative can be arranged to attend your event depending on availability. At least 3-weeks' notice is required.

PERMITS

- Some activities require permits e.g. raffles where the total prize pool is over a certain amount. Permits are also required by councils and shopping centres for outdoor events. If you have any queries please contact Variety Victoria on 03 8698 3900, or visit www.vcgr.vic.gov.au for Victorian Government Gaming Regulations.

LIABILITY

- All aspects of financial and public liability and public safety are the responsibility of the event organiser. As Variety - the Children's Charity is not the event organiser we are unable to cover any liability on your behalf.
- The Fundraiser agrees to release Variety - the Children's Charity Victoria to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of Variety Victoria or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

Thank you for your support of Variety.
If you have any questions please contact us at
fundraising@varietyvic.org.au or 03 8698 3922