

## RONALD MCDONALD HOUSE CHARITIES GREATER WESTERN SYDNEY FUNDRAISING TERMS AND CONDITIONS

By agreeing to fundraiser you are confirming you understand your obligations as a Community Fundraiser:

1. I have read Ronald McDonald House Charities Greater Western Sydney's Fundraising Terms and Conditions and I agree to conduct my fundraising event/activity in accordance with these terms and in a manner which upholds the integrity, professionalism and values of Ronald McDonald House Charities Greater Western Sydney.
2. I understand that Ronald McDonald House Charities Greater Western Sydney reserves the right to withdraw approval for the fundraiser/event at any time if there is a likelihood that the activity/event fails to adhere to any of Ronald McDonald House Charities Greater Western Sydney's Agreement to Fundraise. Ronald McDonald House Charities Greater Western Sydney will notify the Fundraiser of the breach of the Agreement to Fundraise with Ronald McDonald House Charities Greater Western Sydney and give the Fundraiser the opportunity to remedy the breach within 5 working days.
3. I acknowledge that I am in proper physical and mental condition to conduct the fundraising activity/event and voluntarily agree to the risks associated with conducting the activity/event.
4. I understand that I cannot make a claim against Ronald McDonald House Charities Greater Western Sydney for any damage, loss or injury arising at or from the fundraising event/activity outlined in this agreement.

These Terms of Agreement provide the basis for a fundraiser/event to be organised by the Community Fundraiser on behalf of Ronald McDonald House Charities Greater Western Sydney (RMHC GWS).

By signing and returning the Fundraising Agreement to Fundraise, the Community Fundraiser indicates acceptance of these Terms of Agreement and thereafter these terms and conditions will form the basis of any dealings between Ronald McDonald House Charities Greater Western Sydney and the Community Fundraiser in relation to the fundraiser/event. "Community Fundraiser" means the individual or organisation holding the fundraiser/event for the benefit of Ronald McDonald House Charities Greater Western Sydney.

The fundraiser/event shall be conducted in the Community Fundraiser's name and is the sole responsibility of the Community Fundraiser. Ronald McDonald House Charities Greater Western Sydney is not able to take a coordination role in these activities and its officers cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Community Fundraiser in the running of the fundraiser/event.

### Legal implications

The event/fundraiser must meet the requirements of relevant State and Territory laws and regulations. The information you give Ronald McDonald House Charities Greater Western Sydney must be available to regulatory authorities on request. Ronald McDonald House Charities Greater Western Sydney does not provide legal advice regarding compliance with these laws and regulations.

Ronald McDonald House Charities Greater Western Sydney's reputation

Due to the nature of our organisation and the high ethical standards under which we operate, there are some events with which we cannot be associated. We cannot endorse some activities, including:

- extreme sports such as parachuting, paragliding or bungee jumping,
- motor vehicle and motor bike racing and activities that involve marine racing unless the Fundraiser provides evidence of public liability insurance to cover themselves and their participants;
- gambling;
- games of chance that do not comply with State legislation;
- activities of a sexual nature; or
- activities that promote harm to self or the environment.

References to Ronald McDonald House Charities Greater Western Sydney

If the Community Fundraiser wishes to refer to or promote Ronald McDonald House Charities Greater Western Sydney, it must refer to Ronald McDonald House Charities Greater Western Sydney as "Ronald McDonald House Charities Greater Western Sydney" or the specific House which will benefit from monies raised. Eg Ronald McDonald House – Westmead.

Printed Materials

Any material, pamphlets, brochures or products must be submitted to Ronald McDonald House Charities Greater Western Sydney for approval before a request to use the logo will be granted. Other printed material, such as media releases must be pre-approved by Ronald McDonald House Charities Greater Western Sydney. Printed material must be forwarded to Ronald McDonald House Charities Greater Western Sydney for approval prior to being printed or circulated.

Use of the logo

Permission to use the logo must be requested and will attract conditions to be negotiated between Ronald McDonald House Charities Greater Western Sydney and the Community Fundraiser, especially if the use of the logo is for marketing activities of the organisation. A minimum amount of donation may have to be guaranteed for activities of this nature. Guidelines on how to use the logo will be supplied once permission for its use is granted.

Participation of children in an appeal

Some States have special regulations that apply when children participate in an appeal. Different rules apply for children of different ages. If you are planning to involve children in your fundraising activity/event, you will be required to comply with further guidelines from Ronald McDonald House Charities Greater Western Sydney before proceeding with your activity/event.

#### Finance, records and receipting

The financial aspects of fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Community Fundraiser and the Community Fundraiser must comply with the relevant State or Territory laws and regulations.

The following is a summary of financial reporting typical of that required from Community Fundraisers which is needed to protect the public interest:

- set-up and maintain proper financial records and accounts which can be audited if necessary;
- provide Ronald McDonald House Charities Greater Western Sydney at the outset with an accurate estimate of expenses and the likely proceeds of the fundraiser/event;
- where necessary/appropriate, set up a separate bank account that mentions Ronald McDonald House Charities Greater Western Sydney's name. All funds are to be banked into this separate bank account. This account must be closed after your event;
- money raised and details of your actual income and expenditure must be returned to Ronald McDonald House Charities Greater Western Sydney within four (4) weeks of the fundraising activity; and
- Ronald McDonald House Charities Greater Western Sydney cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. (Total expenses must be less than 40% of total proceeds).

#### Receipts

Ronald McDonald House Charities Greater Western Sydney can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of \$2 or more.

The Community Fundraiser must keep a register of all attendees/supporters eligible for a tax-deductible receipt.

Individual receipts will be sent to the Community Fundraiser for distribution to attendees/supporters. It is the responsibility of the Community Fundraiser to understand: circumstances when a receipt can be issued, and to whom. The following are not tax-deductible: Ticket purchases (eg. raffle), entry to an event, donations of goods or services, auction purchases, or purchase of a device; the legal implications of issuing receipts and the necessity of returning official receipts books (used and unused) to Ronald McDonald House Charities Greater Western Sydney; and reconciliation of funds.