

A Event InformationEvent name: Event date: to
D D M M Y Y D D M M Y YEvent address: State: Postcode: Type of event:

e.g. Charity Fun Run, Morning Tea Fundraiser, Charity Gala, Garage Sale

Equipment required:

e.g. Donation Tins, Raffle Tickets

Will your event involve children? ☒ ☐
(Persons Under 18) YES NO

If your event will involve children, please indicate if you and key members of the organising group have Working With Children Check compliance and clearances for your state or territory.

☒ ☐
YES NO**B Your Details**Your name: Organisation: Your role in the organisation: Phone: Email: **C CareFlight Fundraising Agreement**

I accept the terms and conditions of the CareFlight Fundraising Agreement outlined on the rear of this form.
I agree to conduct my fundraising in accordance with those terms and conditions and in a manner which upholds CareFlight's integrity, professionalism and values.

Your signature

On behalf of (organisation)

Date

Fundraising Agreement

A Event Information

Any person or organisation fundraising must have an 'Authority to Fundraise.' CareFlight can only give you this authority when we have received a joint application and agreement (this document) ensuring you will abide by CareFlight's Fundraising Guidelines.

This agreement provides the basis for a fundraising activity to be organised by you to aid CareFlight. Upon entering into this agreement CareFlight will send you an Authority to Fundraise certificate. Please ensure that you have our Authority to Fundraise certificate before commencing any fundraising for CareFlight.

CareFlight is unable to endorse or support fundraising activities that involve:

- face-to-face solicitation e.g. door knocking
- open bucket collections
- violent or dangerous activities e.g. boxing
- use of the CareFlight database of supporters and staff

If you have your own business, you may wish to donate a percentage of sales over a period of time to CareFlight. In this case you will need to contact our Fundraising Department to organise a contract that satisfies CareFlight and appropriate government legislation.

B Name and logo

Your activity is **NOT** a CareFlight fundraiser. Any revenue generated through your fundraising activities that you contribute to CareFlight will be considered a **DONATION**.

Use of the CareFlight name, logo, mascot or tagline in any material associated with your event or fundraising activities **MUST** be approved by CareFlight prior to use. CareFlight requests all advertising materials, copy and content (e.g. editorials, photographs) be provided so a complete record of your fundraising activities can be kept. Any collateral or materials provided may be used by CareFlight for marketing purposes.

C Records

It is a requirement that you keep accurate records of income and expenditure for your fundraiser. These records and the money received in the course of a fundraising appeal should be paid to CareFlight within 28 days of the fundraising activity. The original certificate of authority along with any used or unused material supplied (raffle books, name tags etc) must also be returned to CareFlight within the same timeframe.

The financial aspects, fundraising, record keeping and management of your fundraising are entirely your responsibility. All your records must be kept for seven (7) years, and raffle book butts must be kept for three (3) months. CareFlight and your government authority can also request an audit of your records.

D Receipts

Before CareFlight can supply receipts, we must ensure you understand:

- receipts can only be issued once CareFlight has received the funds
- the legal implications for issuing them
- individual receipts will only be issued under some circumstances at CareFlight's discretion
- all unused materials supplied by CareFlight must be returned

Under some circumstances, CareFlight may not be able to issue a receipt. As an alternative, CareFlight will provide a letter acknowledging the total sum of the funds donated. Please contact events@careflight.org for more information.

E Donations

Receipts for tax purposes can only be issued to people giving monetary donations (\$2 or more). The following are not tax deductible:

- Ticket purchases (e.g. for a raffle, or entry to a fundraising event),
- Purchases made at auction
- Purchases of goods (e.g. CareFlight bears, pens, clothing)

F Company Fundraising

Company/corporate Fundraising that is coordinated by the staff will be treated the same way as community fundraising. CareFlight will clearly make reference to "the staff of . ." so as to be clear it is not a company branded sponsorship. This ensures that the staff as a group, is not required to pay GST.

Companies (or donors) should contact their accountant if they are considering the options for tax deductibility as a business expense rather than a charitable donation.

G GST

CareFlight is registered for GST; our ABN is 18 210 132 023. CareFlight will issue tax receipts compliant with the guidelines set by the **Australian Taxation Office**. For more information on tax related issues, CareFlight recommends contacting the **Australian Taxation Office** (13 24 78, GST Hotline: 133 088, www.ato.gov.au) or the **Fundraising Institute Australia** (02 9411 6644, www.fia.org.au).

H Raffles

When the total retail value of the raffle prizes is less than \$5000, CareFlight can provide our standard raffle tickets. Raffle tickets cannot be used or sold by a third party for commission or profit. All raffle tickets, whether used or unused, must be returned to CareFlight.

When the total retail value of the raffle prizes is more than \$5000, CareFlight tickets cannot be used. It is your responsibility to print tickets for the raffle, which should show:

- The price of the ticket
- The name of CareFlight
- Details of the prizes and their value
- The place, time and date of the draw
- Details of how the prize winners will be notified
- Details of the way in which results of the draw will be publicised
- A contact name and telephone number in order to answer any queries about prizes or prices

Prizes may include:

- Goods, merchandise, services
- Cash up to \$5000
- Vouchers for goods or services not redeemable for spending money
- Tickets for admission to any entertainment venue
- Tickets for tours and journeys
- Liquor prizes of less than a total quantity of 20 litres are permitted

You cannot offer as prizes tobacco, firearms or cosmetic surgery in any form. Check with your state charities administration for information on the maximum value of prizes that can be offered.

I Disclaimer

CareFlight reserves the right to withdraw its support and approval for your fundraising at any time at its sole discretion. If your Authority to Fundraise is revoked, you must immediately:

- Return to CareFlight any funds raised on CareFlight's behalf
- Return all items provided by CareFlight
- Cease all promotion and fundraising on behalf of CareFlight in any capacity
- Sign a declaration to say that you have undertaken each of these requests

J Checks

CareFlight reserves the right to perform a police check on applicants. If required, the applicant will be requested to complete a form authorising this. Applicants who refuse to authorise a police check or fail a police check will not be granted an Authority to Fundraise or will have it revoked.

Applicants who are conducting events where there are children involved must be able to demonstrate that they comply with their state's Working with Children Check legislation. Applicants who cannot demonstrate this will not be granted an Authority to Fundraise or will have it revoked.

K Responsibilities

You agree to abide by all state and federal legislation and apply for any permits and authorities that may be required. Different states have their own legislation which you should check beforehand.

You agree to undertake all activities at your own risk. CareFlight will not be held responsible for any injury, damage or loss sustained during your fundraising activity. You agree to undertake responsibility for any insurance required. Any matter concerning injury, damage or loss associated with your fundraising activities will be investigated, managed and resolved between you and the relevant participants.

You understand you and your fundraising activities will not be covered by CareFlight's Public Liability Insurance under any circumstances.

L Privacy

CareFlight recognises the importance of your privacy and safeguarding your personal information.

Personal information is collected to process donations, issue tax receipts and send you updates. For these purposes, your information may be shared with trusted third parties and our service providers (and their directors, servants and agents, either in Australia or overseas). Failure to provide personal information may result in CareFlight being unable to provide you with certain information and offers.

View our Privacy Policy at <https://careflight.org/privacy-policy/> including information about: (i) how you can access and correct your personal information; (ii) how you can lodge a complaint regarding the handling of your personal information; and (iii) how any complaint will be handled by CareFlight. You can contact our Privacy Officer with any queries via email: privacy@careflight.org or telephone: (02)9843 5100.

CareFlight may send you communications in future, including but not limited to, supporter newsletters, information on fundraising appeals and event invitations.

Please tick here if you do NOT want to receive future communications from CareFlight.

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