

Fundraising Guidelines for Cure The Future

External Fundraising
Registration Form



Thank you for deciding to run a fundraising event or program for Cure The Future.

While this activity can be very enjoyable and satisfying, there is a need for mutual responsibility when communicating with our supporters. To assist you, we have developed two brief documents (attached) – Fundraising Guidelines for Cure The Future and External Fundraising Registration Form.

The guidelines outline important factors to include in your planning that will save you time and confusion. The registration form provides the basis for our approval process, so please complete it with as much detail as possible. On approval of the registration form, we will notify you of your event number, payment details and other relevant information. This constitutes an agreement, whereby the terms and conditions outlined in this document will be binding for Cure The Future and your organisation.

Until receipt of the approval and number, you are not authorised to use Cure The Future as your beneficiary charity. So please read and complete the attached documents carefully.

Thank you again and if you have any further queries please call Karina Dealtry on 02 9035 7487.

We wish you all the best with your fundraising endeavour.

Yours sincerely,



Karina Dealtry
Fundraising Manager

Guidelines for Conducting a Fundraising Event for Cure The Future

1. FUNDRAISING FOR CURE THE FUTURE

The Event will be conducted in your (the Fundraiser's) name and the Event is the Fundraiser's sole responsibility. The Fundraiser agrees to release Cure The Future to the fullest extent permissible under law for all claims and demands of any kind in any way associated with the Event, and indemnify Cure The Future from all liability or costs that may arise in respect of any damage, loss or injury occurring to any person in any way associated with the Event caused by your breach of these guidelines or the Fundraisers negligence.

Cure The Future's insurance policy does not cover events conducted by outside organisations or groups.

Cure The Future is not able to take a co-ordination role in the Event, and its officers cannot assist in soliciting prizes, organising publicity or celebrities, or providing goods or services to assist the Fundraiser in the running of the Event.

The Fundraisers arrangements for the Event must be planned with the approval of Cure The Future. Cure The Future expects a reasonable level of liaison and information about the Event.

Any changes made from the details provided on the Approved Registration Form must be reported to Cure The Future within 14 days of the date of the change, and before commencement of the Event.

A detailed proposal/event plan is required for any physical endurance events such as, for example, cycling across a State. This proposal must include details such as route, timing/duration, sponsorship, insurance, support team, risk mitigation strategy, prior experience and budget.

You must abide by all State/Territory charities legislation and must apply for any permits and authorities that may be required. This is inclusive of all raffles, bingo, vending tickets, other games of chance or any public appeal. Different states have their own legislation, which should be checked beforehand. It is the Fundraisers responsibility to review and ensure compliance with the relevant legislation. If the Fundraiser requires guidance in this area, please call Cure The Future on 02 9035 8784. Copies of any permits must be sent to the Fundraising Manager Karina Dealtry at Skygarden Building, Level 12, 77 Castlereagh St, Sydney NSW 2000.

The Fundraiser acknowledges that the Event is moral and ethical and it does not involve the tobacco, sex or armament industries.

The Fundraiser undertakes that they will at no time present themselves, including any staff member or volunteer, as a volunteer or staff member of Cure The Future.

2. FINANCIAL ASPECTS OF THE EVENT

It is a requirement of the Collections Act 1966 that the Fundraiser keeps a record in writing of the Event. The record is to consist of:

- a) The purpose for which the Event was held;
- b) The Fundraisers full name and address and the authority under which the Event was held; and
- c) An accurate statement showing full details of all income and expenditure associated with the Event, and of the monies and property raised by or resulting from the Event and of the disposal of all such monies and property.

The financial aspects, fundraising, raffles, record keeping and management of the Event are entirely the Fundraisers responsibility and the Fundraiser must comply with any obligations imposed by the Collections Act 1966, the Collections Regulation 1998 and any other applicable legislation, rules or regulations.

The proceeds of the Event and a statement of income are to be sent to Cure The Future within 14 days of the conclusion of the Event.

Individual receipts for tax deductions for supporters who make a donation of \$2.00 or more at the Event can be issued by Cure The Future. If this service is required, the Fundraiser must advise that receipts will be required at the application stage. The Fundraiser may be required to keep a detailed register of donors' names, addresses and donation details in order for these receipts to be generated.

Cure The Future cannot process any credit card transactions on behalf of The Fundraiser. If a credit card facility is required for this event the Fundraiser must organise this with their financial institution.

You must not incur any expenses in the name of Cure The Future.

3. USING THE CURE THE FUTURE LOGO AND NAME

If the Fundraiser wishes to use the Cure The Future logo on any materials or product they must obtain prior permission from Cure The Future. All material or products on which it is proposed to utilise the logo must be submitted to Cure The Future for written approval prior to production.

Cure The Future can sanction the use of a line of copy to be included on the material or product stating the relationship between the Fundraiser and Cure The Future for all the Fundraisers promotional material. For example, the line of copy may read, '100% of the event net proceeds will be donated to Cure The Future.' Any material or products on which it is proposed to utilise a line of copy must be submitted to Cure The Future for approval.

Any printed materials to be used by the Fundraiser in relation to the Event must be submitted to Cure The Future for written approval prior to public distribution.

4. MEDIA AND PUBLIC RELATIONS

All media material and releases must be approved by Cure The Future prior to circulation.

Cure The Future is more than happy to discuss any ideas that the Fundraiser may have for media materials and distribution outlets.

5. CELEBRITIES AND CURE THE FUTURE REPRESENTATIVES

Due to the number of demands on celebrities to support Cure The Future, any approach made to these public personalities must be discussed with Cure The Future prior to any contact being made. You must not approach celebrities using the name of Cure The Future unless specific prior written approval has been given by Cure The Future.

If the Fundraiser would like a representative of Cure The Future to attend the Event, or play a part in the proceedings, Cure The Future should be notified at least 4 weeks prior to the Event to enable the most appropriate representative for the Event, including branch volunteers, to be available.

6. DISCLAIMER

Cure The Future reserves its right to terminate the agreement relating to the Event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

External fundraising registration form

Event Coordinator Details

Name of Event Coordinator: _____

Name of Organisation (if applicable): _____

Position of Event Coordinator (if applicable): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

Event Information

Name of Event: _____

Description of Event: _____

Proposed date/timeframe of Event: _____

Venue name and full address: _____

How will funds be raised? (e.g. ticket sales, auction, etc.): _____

Estimated donation: \$ _____ (Please note this is just an estimate and not a guarantee, this field must be completed)

Percentage of net profit (if not 100%): _____

Please state other beneficiaries from this event (if any): _____

Name of companies to be approached for support/sponsorship of the event: _____

I agree that details of the event may be made available to members of the general public: Yes / No

I agree that details of this event may be placed on the Cure The Future website: Yes / No

External fundraising registration form

Proposed Cure The Future Involvement

Please tick which of the following resources you may need from Cure The Future:

- Cure The Future Donation envelopes
- Tax deductible receipts to be issued (Please refer to Guidelines for further detail)
- Use of the Cure The Future name or logo for publicity purposes (Please refer to Guidelines for further detail)
- Cure The Future Information brochures
- Selling Cure The Future merchandise at event (Please note that upfront payment is required for all merchandise sales)
- Other (please specify):

Event Budget Details

Total Estimated Income: _____

Total Estimated Expenditure (complete only if expenses are being taken out of income raised): _____

Details of Expenditure (e.g. venue hire, advertising, catering, etc.) _____

TOTAL PROFIT: \$ _____

Any other relevant information regarding this event that we need to be made aware of: _____

Authorisation

I, _____ (Event Coordinator's name) agree to comply with Cure The Future's terms and conditions of fundraising as outlined in the "Guidelines for Conducting a Fundraising Event for Cure The Future" document. I understand my obligations with regards to sending the proceeds raised to Cure The Future within 14 days of the conclusion of the event.

If you are under the age of 18 please have a parent / guardian / teacher sign this form on your behalf.

Signed: _____

Date: _____

Name of adult supervisor (if applicable): _____

Phone: _____

Email: _____

INTERNAL USE ONLY

Date Received: _____

Authorisation Signature: _____

Name: _____

Event Approval Number: _____

