

# Fundraising Proposal & Agreement



Thank you for your interest in fundraising for DEBRA Australia. Please fill in this form and either Email: [secretary@debra.org.au](mailto:secretary@debra.org.au)

**Mail:** Secretary / Coordinator, DEBRA Australia, DEBRA Australia, PO Box 226, Pittsworth, QLD 4356

When you send us the form we will be able to officially endorse your event and provide you with an 'Authority to Fundraise' letter confirming that you will be holding a fundraiser for DEBRA Australia.

**Thank you and best wishes!**

## 1. Your Details

Today's Date:

Contact Name:

Mailing Address:

Email:  Primary Contact Phone:

Please select the category that best describes you:

Individual  Group/Association  School  Business  Other (Please specify) \_\_\_\_\_

Do you currently support DEBRA Australia?  Yes  No

If 'Yes', please provide us with information:

## 2. Your Event

Event Name:

Venue Name:

Event Time and Date:

Address:

Estimated donation to DEBRA Australia : \$

Do you understand and agree with DEBRA Australia Fundraising Guidelines attached?

Do you agree to submit your donation within two weeks of the event date?

DEBRA Australia projects are available at [www.debra.org.au](http://www.debra.org.au)

While DEBRA Australia appreciates all fundraising efforts, it undertakes a number of projects to benefit all living with Epidermolysis Bullosa (EB). In order to grow and maintain funding for all its vital programs we therefore ask that funds raised should be a general donation to DEBRA Australia.

Special requests: \_\_\_\_\_

\_\_\_\_\_

### 3. Event Details

Description of event and how funds will be raised:

| Would you like DEBRA Australia to provide me with collateral? (brochures, posters)

I accept the terms and conditions of the Guidelines to Fundraise for the benefit of DEBRA Australia. In particular, I have read and understood DEBRA Australia's liability as set out in section 6 of the Guidelines and have taken out all necessary insurance. I understand DEBRA Australia bears no responsibility for any aspect of the running or organisation of the fundraising activity. I indemnify DEBRA Australia against all claims, liabilities, losses, damages, costs and expenses that arise from any claim, suit or action that may arise directly or indirectly with the fundraising activity that I have applied for.

I agree to conduct this fundraising activity in accordance with the terms and conditions and in a manner that upholds the integrity of DEBRA Australia.

I agree to inform DEBRA Australia if details of my fundraising activity deviate from those outlined in the form.

Print Name: \_\_\_\_\_

Signature:  Date:

**Please return completed Fundraising Proposal & Agreement to:**

Secretary / Coordinator, DEBRA Australia, PO Box 226, Pittsworth, QLD 4356

**Email:** [secretary@debra.org.au](mailto:secretary@debra.org.au)

#### Internal Use

Date Approved:

| Authority to Fundraise confirmation sent?

Approver:   
Signature

## Fundraising Proposal & Agreement

### 1. Approval of Fundraising Activity

- 1.1 The individual/organisation (the Fundraiser) responsible for running the event/activity (fundraising activity) must ensure that the fundraising activity is planned with the approval of DEBRA (DEBRA Australia).
- 1.2 The Guidelines for Fundraising for the Benefit of DEBRA and the Application to Fundraise provides the basis for the fundraising activity being organised for the benefit of DEBRA. By signing and returning the Application to Fundraise Form, the Fundraiser acknowledges and accepts the conditions contained herewith will form the terms and conditions of the fundraising activity and provide the basis of any dealings between DEBRA and the Fundraiser in relation to fundraising activities.
- 1.3 Once the Form has been approved, DEBRA will issue the Fundraiser with an Authorisation to Fundraise confirming DEBRA's knowledge of the fundraising activity. The Fundraiser cannot begin the fundraising activity until the Authorisation to Fundraise has been received.
- 1.4 Details of the Fundraiser's activity should be outlined in the Form. Should any of the original details provided in the Form change, the Fundraiser must report these to DEBRA as soon as possible. If a revised Authorisation to Fundraise is required this will be provided.

### 2. Fundraising Activities for the Benefit of DEBRA

- 2.1 The fundraising activity will not be DEBRA's and shall be conducted in the Fundraiser's name, and is the sole responsibility of the Fundraiser. DEBRA is not able to take a coordination role, and due to resource constraints cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Fundraiser in the running of the fundraising activity. However, where possible, support and advice will be offered.
- 2.2 The Fundraiser must abide by all legislation and apply for any permits and authorities that may be required. Different States have their own legislation, which should be checked beforehand by the Fundraiser. If raising money from the general public,
- 2.3 The Fundraiser must not do or permit anything to be done which is detrimental to the goodwill, name or reputation of DEBRA.
- 2.4 DEBRA prohibits Fundraisers from collecting from the public through door-to-door knocking or through soliciting donations in public places, such as shopping centres. DEBRA also does not allow the use of telemarketing techniques when soliciting donations.
- 2.5 If the Fundraiser is going to hold a raffle or other gaming event such as bingo, it is responsible for checking and complying with its State's gaming authority about any special conditions and any applicable laws and guidelines which must be met.

### 3. Using DEBRA Australia Name and Logo

- 3.1 Fundraisers must make it clear in all their dealings with the public, sponsors and supporters that they do not represent DEBRA, but are raising funds that will be donated to DEBRA to support its activities.
- 3.2 Suggested wording when referring to the relationship between the fundraising activity and DEBRA is:  
Proudly supporting DEBRA Australia  
This is a volunteer run event raising money for DEBRA Australia  
Funds raised are used to support DEBRA Australia its work with children, their families, individuals and professionals living with and working to support those living with EB (Epidermolysis Bullosa) .
- 3.3 You may use the name and logo of DEBRA but only in relation to the approved fundraising activity. Prior to its publication or distribution, written approval from DEBRA to use its name and logo must be obtained in relation to each document on which its name and logo appears. All rights in the name and logo remain the property of DEBRA. The design and content of the logo cannot be changed.
- 3.4 Any materials or products that require the DEBRA logo must be submitted for approval, well in advance of the date of commencement of the fundraising activity. All printed material, including media releases, must be approved by DEBRA before being printed or circulated.
- 3.5 Instead of using the logo, DEBRA can sanction the use of a line of copy stating the relationship between the fundraising activity and DEBRA for all promotional material, as per 3.2 above.
- 3.6 DEBRA can supply copies of its brochures, posters on request, but any remainders must be returned to DEBRA within two weeks of the cessation of the fundraising activity.
- 3.7 At all times the Fundraiser must act to protect the value in the DEBRA name and logo and ensure the rights of DEBRA are not damaged or infringed in any way by its use.

### 4. Media and Public Relations

- 4.1 Prior clearance must be obtained from DEBRA before contacting any media in relation to a fundraising activity.
- 4.2 DEBRA will seek your prior clearance before contacting any media in relation to your fundraising activity.
- 4.3 If you wish to contact public personalities/celebrities in relation to a fundraising activity, any such approach must be discussed with, and approved by, DEBRA prior to any contact being made. Please also discuss with DEBRA any intended approaches to corporate sponsors.
- 4.4 Children must not be involved in events or with the media in any way that would compromise their privacy. DEBRA will be the sole judge of this situation and will generally refuse any requests to involve children or their families for promotional purposes.

### 5. Financial Aspects of the Fundraising Activity

- 5.1 All expenses relating to the fundraising activity, including the financial aspects, fundraising, raffles, record keeping and management of the fundraising activity are entirely the responsibility of the Fundraiser. The Fundraiser must comply and is responsible for complying with any obligations imposed on it by any laws, guidelines and/or regulations in the relevant State or Territory.
- 5.2 The Fundraiser must maintain accurate records of income and expenditure. Monies received in the course of a fundraising appeal must be paid into a DEBRA bank account as soon as practically possible. Expenses necessary to conduct the fundraising activity can be deducted from the proceeds, provided they are properly documented.
- 5.3 Donations of \$2 or more are tax deductible. However, receipts for donations will only be issued by DEBRA when they are specifically requested. Fundraisers must keep a register of all attendees/supporters requiring a tax-deductible receipt. DEBRA will issue individual receipts directly once funds are deposited in a DEBRA Bank account and not before.
- 5.4 When an attendee/supporter has given money for goods and services (i.e. raffles, auction items, goods purchased, event entry), a tax-deductible receipt cannot be issued.
- 5.5 DEBRA can prepare and send "thank you" letters or certificates to substantial donors of prizes, services or other material to the fundraising activity. The Fundraiser must keep a record of the donations for this to occur.
- 5.6 Money raised and details of actual income and expenditure must be returned to DEBRA within 2 weeks of the fundraising activity. Where the activity is going to occur over a number of weeks or months, funds raised should be sent in every 2 weeks.

### 6. Disclaimer

- 6.1 Fundraisers are not employees or agents of DEBRA, nor are they acting in any other representative capacity of DEBRA. All aspects of financial liability, public liability and public safety are the sole responsibility of the Fundraiser and the fundraising activity is undertaken by the Fundraiser on its own behalf and at its own risk.
- 6.2 Responsibility for any insurance for the fundraising activity rests solely with the Fundraiser, unless otherwise specifically stated in writing by DEBRA. DEBRA will not cover or bear any liability in relation to the Fundraiser's activity.
- 6.3 The Fundraiser agrees to indemnify and keep indemnified and release and hold harmless DEBRA and its representatives to the fullest extent possible under law for all claims, loss and damage incurred by any person in relation to the fundraising activity except where such liability arises because of the negligence of DEBRA.

