



ENDOMETRIOSIS AUSTRALIA APPLICATION TO FUNDRAISE FORM

Thank you for selecting Endometriosis Australia as your charity to fundraise for! Before you begin organising your fundraising activity, please complete this form and email this to admin@endoaustralia.org

We will provide you with an Authority to Fundraise letter once your event has been approved. Then you can get started!

IMPORTANT: Please carefully read the *Endometriosis Australia Fundraising Policy* prior to completing this form

Fundraiser Information

Title:	First Name:	Surname:
Name of organisation/business (if applicable):		
Address:		
Suburb:	State:	Postcode:
Phone (Business Hours):		Mobile:
Email:		
I confirm I am 18 years or older	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you conducted a fundraising activity/event for Endometriosis Australia in the past?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Will any other organisations benefit from your fundraising activity/event?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Please provide details</i>	
Are you seeking sponsorship for the event?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Please provide details</i>	
What inspired you to raise funds for Endometriosis Australia?		



Fundraising Activity Details

Name of fundraiser/event:	
Date/s:	Time/s:
Estimated number of people attending:	Do you plan to make this a regular event? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address/venue of fundraiser or event:	
How are you planning on raising funds for the Endometriosis Australia? <i>(Please list the activities which will take place, for example - "hosting a trivia night whereby each person will be charged \$20 to attend, with prizes, food and beverages provided by local businesses")</i>	
How do you intend to promote your fundraiser/event and to who? <i>(E.g. via posters, email, newsletter, social media, word of mouth etc.)</i>	
Do you intend to use the Endometriosis Australia's name in your promotion and at your fundraiser/event?	

Budget Information

How much do you hope to raise for Endometriosis Australia (approx.)?
How much will the event/activity cost(approx.)?
What percentage of money raised will be donated to Endometriosis Australia?
If you are selling an item(s) or donating part of the proceeds from your usual course of business, what percentage of funds do you intend to donate to Endometriosis Australia?

Note: We understand that you may only be able to provide us with cost and fundraising estimates. All expenses deducted from monies raised must be fair and reasonable (E.g. no more than 40% of total funds raised).

Support from Endometriosis Australia

I would like to request the following from Endometriosis Australia

- ☐ Use of the 'We Support Endometriosis Australia' logo
- ☐ Use of approved Endometriosis Australia wording



Disclaimer and Fundraising Agreement

1. I have read Endometriosis Australia's Fundraising Terms & Conditions (listed below) 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 Endometriosis Australia.
2. I understand that Endometriosis Australia 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 Endometriosis Australia's Terms of Agreement.
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 have read and I agree to the Policy and, to the maximum extent permitted by law, indemnify Endometriosis Australia, its employees, volunteers and all sponsors from and against all liabilities, claims, damages, suits, costs, expenses, causes of action, injuries, losses or inconvenience of any description whatsoever arising in any way from the fundraiser/event that is the subject of this application.

By signing the below, you hereby agree to the Fundraising Agreement, Terms and Conditions, and Policy.

Full Name (please print):

Signature*: _____ Date: _____

**If under 18 years of age, parent/guardian to sign.*

Thank you for becoming a Community Fundraiser!

Once signed please email this to admin@endoaustralia.org A letter will be sent to the e-mail address provided should your Application to Fundraise Form be approved

With your generous support, Endometriosis Australia can continue to raise awareness and fund critical research for women across Australian.

HOT TIP: We recommend you consider utilising one of our recommended online "donation portals" to play host to your event for ease of communication to your supporters as well as sound financial management of the event. Please visit www.endometriosisaustralia.org and click the "donate" button or set up your event via our Everyday Hero fundraising portal: <https://nfp.everydayhero.com/au/endometriosis-australia-ltd>

INTERNAL USE ONLY



Approval granted by: (print name)	(signature)	(date)
Community Fundraising Guidelines sent <input type="checkbox"/> YES <input type="checkbox"/> NO	Authorisation to Fundraise Approval letter sent <input type="checkbox"/> YES <input type="checkbox"/> NO	

Fundraising Policy - Terms & Conditions

Thank you for considering Endometriosis Australia as a worthy recipient for your community fundraising activities. These guidelines have been prepared to avoid confusion amongst the involved parties by outlining our various obligations under fundraising legislation.

We ask that you review these carefully prior to completing our "Authorisation to Fundraise" form.

Fundraising for Endometriosis Australia

1. Endometriosis Australia is legally required to approve and authorise all volunteer fundraising activities. Endometriosis Australia will send you notification in writing as to whether approval has been granted. If you are successful, you will be provided an emailed letter giving confirmation of your Authorisation to fundraise, which is your legal authority to undertake a fundraising activity for Endometriosis Australia. This document can only be issued when: 1. A detailed and signed "Authorisation to Fundraise Form" to fundraise has been received and reviewed by Endometriosis Australia, 2. The fundraising activity has been confirmed as fitting with the brand values of Endometriosis Australia and 3. The fundraising activity has been confirmed by Endometriosis Australia as not holding high risk.
2. Any changes made from the original details provided in the "Authorisation to Fundraise" form must be reported to Endometriosis Australia.
3. "Authorised Fundraiser" means the individual or organisation holding the fundraising activity on behalf of Endometriosis Australia. They will be the person/organisation named on the signed Authorisation to Fundraise form.
4. The fundraising activity will be conducted in the name of the Authorised Fundraiser and is the sole responsibility of the Authorised Fundraiser.
5. Please remember that your fundraising activity will not be an Endometriosis Australia's fundraising activity. Endometriosis Australia is not able to take a coordination role in these activities and it cannot assist in soliciting prizes, organising publicity or providing goods and services to assist you in running the activity. It will be a fundraising activity to raise funds for Endometriosis Australia. You can promote this by including the following statement along with any promotion or marketing for your event: "funds raised will go to support the work of Endometriosis Australia."
6. Because of the nature of our organisation and the high ethical standards under which we operate, there are some fundraising activities that we cannot be associated with - such as any fundraising activities that promote smoking or unhealthy habits.



7. Endometriosis Australia is unable to provide public liability insurance to cover community fundraising activities.
8. Due to limited resources, Endometriosis Australia cannot undertake media relations for the Authorised Fundraiser.
9. The fundraising activity must meet the requirements of relevant laws and regulations in each of the States and Territories of Australia (if required). The law varies from state to state in regards to items such as raffle permits, public space usage etc. **If you fundraise on behalf of Endometriosis Australia without an approved Authorisation to Fundraise form you will be operating outside national compliance.**
10. The fundraising activity must meet the requirements of relevant laws and regulations in each of the States and Territories of Australia (if applicable). These laws vary from state to state/territory with regard to items such as raffle permits, public space usage etc. Most states and territories also have specific laws governing charitable fundraising **from the public**, which you also need to follow if you will be raising money from the general public (i.e. not just from people you know). For example, if you are collecting money in a public place you usually need to wear an identification tag or badge which clearly sets out your name, the registered charity who has authorised the collection (in this case Endometriosis Australia) and where the money collected will be going. If you fundraise on behalf of Endometriosis Australia without an approved Authorisation to Fundraise form, or do not comply with applicable laws for your fundraising event, you will be operating outside your required authorisation from Endometriosis Australia. It is your responsibility to ensure that you are meeting any laws that might apply to your fundraising.
11. Endometriosis Australia has many corporate partners and sponsors that support us year round. The Authorised Fundraiser **may not** approach any of the existing Endometriosis Australia partners or sponsors listed on Endometriosis Australia website (www.endometriosisaustralia.org) to support their event as these companies are already very generous through their pre-existing arrangements with Endometriosis Australia.

Use of Endometriosis Australia name and/or logo

1. If the Authorised Fundraiser wishes to utilise Endometriosis Australia name and/or logo on any materials or products, the Authorised Fundraiser must obtain prior permission and approved artwork/logo from Endometriosis Australia. All printed material, including media releases, must be pre-approved by Endometriosis Australia in writing. Printed material must be forwarded to us for approval prior to being circulated or otherwise used. Please note that this also includes all forms of online and social media communications.
2. Brand guidelines on how to use the 'Proudly Fundraising for Endometriosis Australia' logo can be supplied both electronically or in hard copy format upon request.
3. If the Authorised Fundraiser wishes to refer to or promote Endometriosis Australia, they must refer to Endometriosis Australia as "Endometriosis Australia" in the first instance and then subsequently, in the same promotional piece as "Endometriosis Australia". The Authorised Fundraiser only has a right to raise funds on behalf of "Endometriosis Australia" but cannot state that they "are Endometriosis Australia" or are representing Endometriosis Australia.

Financial Aspects of the Event

Tax deductible receipts can only be issued for a direct donation to Endometriosis Australia, of \$2 or more, where the donor receives no benefit



1. Endometriosis Australia accepts direct donations via Endometriosis Australia website, in memorium envelopes and other relevant donation collateral. **Direct donations** to Endometriosis Australia of \$2 or more, where the donor receives no benefit, will be eligible to receive a Tax Deductible Receipt.
2. The financial aspects of fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Authorised Fundraiser.
3. The Authorised Fundraiser is responsible for all expenses relating to their fundraising activities.
4. Endometriosis Australia never issues receipt books. Below are the official guidelines we use for issuing receipts, so you can provide the correct information to people who support your efforts. Please understand when a receipt can be issued, and to whom. **The following are not tax-deductible:** ticket purchases (e.g. raffle), entry/attendance to a fundraising activity, donations of goods or services, auction prizes. That is, anything where the person gets something in return for giving.
5. The proceeds of the fundraiser/event are to be donated to Endometriosis Australia via cheque to Endometriosis Australia office or donated directly into Endometriosis Australia bank account **within 14 days of the conclusion of the fundraiser/event**.

Administrative Office Address:

PO Box A230
Sydney South NSW 1235

Bank Account Details:

Name of Account: Endometriosis Australia
BSR: 032-007 Account Number: 448840

6. Endometriosis Australia recommends you align your fundraising event with one of our recommended online "giving portals" (please click on the donation now button in the top right hand corner of the www.endometriosisaustralia.org home page to review a list of these portals). Not only are they compliant with all government regulations, they also become a great marketing tool for your event, are an ideal way to communicate to your supporters and make the financial management of your event seamless.

Permits

1. Some activities require permits, e.g. raffles where the total prize pool is over a certain amount.
2. Permits are also required by councils and shipping centres for outdoor events, e.g. sausage sizzles.
3. Also, if necessary, you should seek approval from any relevant authorities, i.e. police, local councils, schools, etc. You should also find out if there is any insurance you might need to cover your event, either for public liability, the venue or any other aspects specific to your fundraiser/event.
4. Permits are the sole responsibility of the Authorised Fundraiser.

Liability

1. To the maximum extent permitted by law, all aspects of financial and public liability and public safety are the responsibility of the Authorised Fundraiser. As the Endometriosis Australia is not the fundraiser/event organiser it does not cover any liability on the Authorised Fundraiser's behalf.

Ethical Conduct



1. The Authorised Fundraiser must act in the best interests of the Endometriosis Australia rather than for the benefit of personal interests.
2. The Authorised Fundraiser must not disclose confidential information to third parties, or provide access to such information by unauthorised parties.
3. At all times the Authorised Fundraiser must ensure the positive promotion of the Endometriosis Australia and its work.