ENDOMETRIOSIS AUSTRALIA COMMUNITY FUNDRAISING APPLICATION

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

Once your application has been approved, we will provide you with an Authority to Fundraise letter. Then you can get started!

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

# Fundraiser Information

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| Title: Mr / Mrs / Ms /Dr/ Prof/ (other) |
| First and last Name: |
| Name and ABN of organisation/business (if applicable): |
| Address: |
| Email: | Phone: |
| I confirm I am 18 years or older | □ YES □ NO |
| Have you donated to, or conducted a fundraising activity/event for Endometriosis Australia in the past? | □ YES □ NO |
| Is public liability insurance (PLI) required for your fundraising activity/event? | □ YES □ NO |
| If yes, has PLI been arranged independently? *Please note all events that require PLI must have this arranged independently before the event is confirmed. No events will be covered on the Endometriosis Australia fundraising policy.* | □ YES □ NO |
| Will any other organisations benefit from your fundraising activity/event? | □ YES □ NO *Please provide details* |

**Fundraising Activity Details**

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| Title of proposed fundraiser/event: |
| Date/s and time of fundraiser/event: *(Is this an ongoing campaign, or a one-off event? Please outline the proposed start and end date and time of your fundraising campaign).*  |
| Address/venue of fundraiser or event:  |
| What type of event, fundraising campaign, or donation are you proposing? Please provide a brief outline of your proposed activity.*(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”)*  |
| Will you be seeking corporate sponsorship? If yes, please specify. *(For example- local businesses, radio, celebrity. Please note that in accordance with Endometriosis Australia’s policies and procedures we do not engage in promotion of our supporters fundraising campaigns or products, and all marketing and promotion will remain the responsibility of our supporters).* |
| How will funds be raised?*(For example- raffle, or auction, donation of % of product sales)*  |
| How much will the event/activity cost(approx.)? |
| What percentage of money raised will be donated to Endometriosis Australia?*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).* |
| How much do you hope to raise for Endometriosis Australia (approx.)? |
| Estimated number of people attending, and/or marketing reach of campaign:*(for example- ”150 tickets will be available”, “we have a digital media reach of 50, 000 for promotion of this campaign”)* |

# Advertising and Naming Information

Upon approval of your fundraising campaign, Endometriosis Australia will provide you with our ‘We Support’ and/or ‘Fundraising For’ Endometriosis Australia logo, some pre-approved, evidence-based information on endometriosis and Endometriosis Australia, and a copy of your required authority to fundraise letter.

Please note, that in any advertising and/or naming information, our logo and information must not be changed or altered without prior approval. Please also ensure our organisation name ‘Endometriosis Australia’ is used on all promotional material you create.

# Funding Agreement

# Upon approval of your fundraising campaign, Endometriosis Australia will monitor your donation amounts as advised above. For all fundraising activities that are not registered at our Endometriosis Australia Fundraising page, at endoaustraliafundraiser.org.au, we ask that donations are provided monthly.

Donations may be made via our online donation portal at <https://endoaustralia.org.au>, by cheque, or can be direct deposited as follows:

 Account Name: Endometriosis Australia Pty Ltd

 Bank Name: Westpac

 Bank BSB: 032-007

 Acc Number: 448840

 Reference: FIRST NAME LAST NAME fundraising donation

# 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 herby agree to the Fundraising Agreement, Terms and Conditions, and Policy.**

Full Name (Please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If under 18 years of age, you will need a parent or guardian to sign.*

# Thank you for applying to become a Community Fundraiser!

Once completed and signed please email this form to admin@endoaustralia.org . An Authority to Fundraise letter will be returned to you, should your application be approved.

Thank you for your support, with your generous support Endometriosis Australia can continue to raise awareness, provide education programs, and fund critical research for EndoWarriors across Australia.

# Fundraising 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 this “Application 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 “application 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 “application 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 application 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 fundraising activity. Endometriosis Australia is not able to take a coordination role in these activities and it cannot assist in soliciting prizes, organising publicity, promotion or marketing, 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 ‘Fundraising for Endometriosis Australia’ and ‘Supports Endometriosis Australia’ logos 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**

## 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 the 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 our online donation portal, by 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 BSB: 032-007 Account Number: 448840

1. Endometriosis Australia recommends you conduct your fundraising event with our online giving portal https://endoaustraliafundraiser.org.au/ (also accessible via our website) .

### 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.

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| Approval granted by: (print name) | (signature) | (date) |
| Community Fundraising Guidelines sent□ YES □ NO | Authorisation to Fundraise Approval letter sent□ YES □ NO |

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| INTERNAL USE ONLY |