

Terms and Conditions

Conditions of Fundraising

These conditions provide the basis for conducting a fundraising activity on behalf of the Don Dunstan Foundation. If accepted, by signing and returning the **Community Fundraising Registration Form** these conditions will form the basis of any dealings between the Foundation and the Fundraiser in relation to fundraising activities.

1. Fundraiser definition. 'Fundraiser' means the individual or organisation holding the fundraising event or activity on behalf of the Don Dunstan Foundation. Fundraisers do not represent the Don Dunstan Foundation, but are acting on their behalf, to raise funds that will be forwarded to the DDF.

2. Registration and proposals forms. A Community Fundraising Registration Form must be completed and returned to the DDF before commencing any fundraising activities. The Fundraiser is only authorised to use the DDF name or logo as the beneficiary charity once an 'Authority to Fundraise' has been issued by the Don Dunstan Foundation to the Fundraiser.

3. Authority to fundraise. Any person or organisation fundraising for the DDF is required to have an 'Authority to Fundraise'. **The Don Dunstan Foundation will issue the authority confirming involvement when:**

- A completed and approved Community Fundraising Registration Form has been received
- The Don Dunstan Foundation is satisfied that the activity is not high risk
- The Don Dunstan Foundation is satisfied that the event will produce a reasonable return after expenses have been deducted
- The DDF is satisfied that the activity fits with the aims and values of the Don Dunstan Foundation

4. Description of fundraising activities. Fundraisers must provide a clear written description of the proposed activity, its duration and the individuals or group organising it on the Community Fundraising Registration Form. A detailed proposal / event plan is required for any physical endurance events (e.g. cycling across a State etc.). This proposal must include details such as route, timing/duration, sponsorship, insurance, support team, risk mitigation strategy, prior experience and budget.

5. Insurance. The Don Dunstan Foundation is unable to provide public liability insurance cover to community fundraisers. It is the fundraiser who is responsible for obtaining public liability insurance. Should it not be obtained, reference needs to be made of this in writing to the Foundation with an explanation of why insurance is not required.

6. State/Territory Laws. The Fundraiser 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, games of chance or any public appeal. Each State has different legislation. It is the responsibility of the Fundraiser to review and ensure compliance with the relevant legislation. Copies of all permits must be submitted to the Don Dunstan Foundation prior to undertaking fundraising activities.

7. National or State Company Sponsorships. The Fundraiser must not approach the national or state office of any company for sponsorship without prior approval from the Don Dunstan Foundation. Although this policy may appear restrictive it is very important as the company or group may already support us. It can appear unprofessional if a company is approached more than once, and approaching a national or state office may hinder any ongoing negotiations for a sponsorship of the DDF.

8. Coordination with Don Dunstan Foundation Staff. Due to resource constraints, the Don Dunstan Foundation staff are unable to take on a co-ordination role in the fundraiser/event or assist in soliciting prizes, sponsors or providing goods and services to support the running of a fundraising activity.

9. Promotional materials. All publicity in reference to the fundraiser/event should clearly state that it is being organised by the Fundraiser (yourself or your group). It must be made clear in all promotional material that the Don Dunstan Foundation is the beneficiary. Wording such as "Proudly supporting the Don Dunstan Foundation" or "Proceeds supporting the Don Dunstan Foundation" should be used.

10. Delivery of funds. All funds must be sent to the Don Dunstan Foundation within four (4) weeks of completion of the fundraiser/event.

11. Expenses incurred. The Fundraiser must not incur any expenses in the name of the Don Dunstan Foundation.

12. Fundraising expenses. Events and fundraising activities often incur various expenses. These expenses must be covered through your in-kind support, sponsorship and/or private support. Donation monies cannot be used to cover expenses. If donation monies were used to cover expenses it is misleading the donor as:

- Their donation would not be received by the Don Dunstan Foundation.
- Their donation would not be tax-deductible as it is no longer classified as a donation but as income to off-set expenses.

13. Compliance. The Fundraiser must comply with the basic obligations of the Charitable Fundraising Act and Regulations.

14. Record and management of funds. As the Fundraiser, you are responsible for keeping accurate financial records and management of funds.

15. Rescission of approval. The Don Dunstan Foundation reserves the right to withdraw approval to fundraise for DDF should it be necessary to protect the reputation of the Foundation. In this situation, fundraising and promotion must cease immediately and all monies raised must be remitted to the Don Dunstan Foundation immediately.

If you have any questions about your fundraising event or activity, please contact the Don Dunstan Foundation, on 08 8313 3364 or email us at dunstan.foundation@adelaide.edu.au.

Thank you for supporting the Don Dunstan Foundation! We greatly appreciate your important contribution and support in our collective effort towards a fairer world through public events, collaborative projects and research.