



Fundraising for the AIDS Trust of Australia

As you will have read elsewhere on this web site, the AIDS Trust of Australia is authorised where required, to raise funds for charitable purposes in every jurisdiction in Australia.

We are most grateful that the concerns and needs of Australia in relation to HIV have encouraged you to raise funds on our behalf.

However, if you are not using our online fundraising system, we must specifically authorise your proposed fundraising activity before you begin.

This is required for all proposed fundraising activities for all charities in Australia.

Please complete and sign each section of the Fundraising Proposal and Agreement Form and return it to us by post to:

Chief Executive Officer
The AIDS Trust of Australia
PO Box 1030
Darlinghurst 1300
Sydney NSW

It is essential that you read, understand and comply with our Fundraising Terms of Agreement.

If your fundraising proposal is suitable and accepted, the AIDS Trust of Australia will send you a formal letter authorising you to raise funds on our behalf. Please be aware that you may not raise funds on our behalf until such a letter has been received.

Please do not hesitate to contact us if you have any questions. Simply phone us on 1800 689 188 and ask to speak to the Chief Executive Officer.

Your support is most sincerely welcomed; your efforts most warmly appreciated. We look forward to your proposal.

AIDS Trust of Australia Fundraising Proposal and Agreement Form

Name of Organisation: _____
(If applicable)

Main Contact: _____

Financial Contact: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Proposed activity (name): _____

Please briefly describe your proposed activity. Include dates, venues and durations.

How will funds be raised? _____

Names of any other beneficiaries: _____

If there are other beneficiaries, please identify the percentage of funds raised to be given to the AIDS Trust of Australia: _____

- Yes, I have read the terms of agreement. I agree to hold my fundraising activity in accordance with the AIDS Trust of Australia's guidelines. I will ensure that AIDS Trust of Australia representatives are informed of the development of any fundraising activity and approve any promotional material or media releases citing the AIDS Trust of Australia as beneficiary. I understand my obligations with regards delivering the proceeds raised through my activity to the AIDS Trust of Australia within 14 days.

I, _____ agree to conduct the above proposed activity in a manner that upholds the integrity, professionalism and values of the AIDS Trust of Australia. I agree to inform the AIDS Trust of Australia if the details of this activity change from those stated on this form.

Signed: _____ Dated: _____



Fundraising Terms of Agreement

General

The Government of the Commonwealth of Australia, in consultation with each State Government, has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Act in each State, individuals, groups or entities wishing to raise funds for charitable purposes must hold an Authority to Fundraise, or have been issued with permission by the holder of such Authority.

The AIDS Trust of Australia holds Authorities to Fundraise for charitable purposes in each State.

Individuals, groups or entities must be duly authorised by the AIDS Trust of Australia to raise funds on its behalf.

The terms set out below represent the intent and requirement of the Charitable Fundraising Act 1991 in each State.

Becoming a Fundraiser for the AIDS Trust of Australia

We must authorise your proposed activity before you begin.

- Any individual, group or entity fundraising in the name of the AIDS Trust of Australia must accept these terms.
- Any individual, group or entity must register their fundraising activity with the AIDS Trust of Australia.
- Complete and sign the Fundraising Proposal and Agreement Form.
- Return the completed Form to the AIDS Trust of Australia.

Please be aware that a Fundraiser is not permitted to use the AIDS Trust of Australia as its beneficiary until it has received formal notification by letter authorising it to do so.

Fundraising

The AIDS Trust of Australia may not be able to take a coordinating role in your activity such as:

- Assisting with ticket sales.
- Soliciting prizes.
- Organising talent or celebrities.

Patron: The Governor-General of the Commonwealth of Australia
Sole Trustee: National AIDS Fundraising Limited ABN 79 071 684 308
AIDS Trust of Australia ABN 94 511 958 808, CFN 13976

- Advertising or promotion.

All particulars in relation to the event including:

- Financial
- Fundraising
- Raffles
- Auctions
- Record keeping
- Management
- Permits

are the sole responsibility of the Fundraiser and shall be conducted in the Fundraiser's name.

The Fundraiser's arrangements for the activity must be planned with approval of the AIDS Trust of Australia.

The AIDS Trust of Australia requires a reasonable level of liaison and information in relation to the fundraising activity.

Any variation to the Fundraising activity made from the original details provided to the AIDS Trust of Australia must be reported to the AIDS Trust of Australia in writing and may require a new Letter of Authority to Fundraise to be issued.

The AIDS Trust of Australia requires that there be no door to door appeals, street collections or telephone solicitations of any kind to the public in connection with the activity.

Under no circumstance, and consistent with the Privacy Act 1998 (CWTH), will the AIDS Trust of Australia provide access to its data bases or lists.

Financial

Expenditure involved with the conduct of your event, the disposition of funds and any profits arising from the fundraising activity must be authorised by the AIDS Trust of Australia beforehand.

The Charitable Fundraisings Act(s) 1991 require expenses in relation to any one activity not exceed 40% of gross proceeds.

The proceeds of an activity, the formal letter of authorization, the statement of income and expenditure together with copies of receipts are to be delivered to the AIDS Trust of Australia within 14 days of the conclusion of the activity.

The AIDS Trust of Australia can supply receipts for tax deductions to supporters of an activity where a donation is \$2.00 or more. If such receipts are required, a list including the name, donation amount, address and phone number of the supporters must be sent to the AIDS Trust of Australia within 14 days of the event.

Please be aware that where a supporter has received goods or services in exchange for money given (e.g. raffles tickets or auction lots), a tax deductible receipt cannot be issued.

Use of the AIDS Trust of Australia name and logo

The AIDS Trust of Australia carefully controls and protects the use of its name and logo.

The Fundraiser has no rights to the name AIDS Trust of Australia, nor is the Fundraiser given the right to raise funds in this name.

In practice this means that you cannot call your activity an AIDS Trust of Australia activity.

You cannot, for example, call your activity "The AIDS Trust of Australia Skins Tournament".

You can, however for example, call your activity "The Local Golf Club Holiday Skins Tournament" in support of the AIDS Trust of Australia.

We will approve a line stating the relationship between the Fundraiser and the AIDS Trust of Australia for use on promotional material.

Any printed material, advertising, ticketing or web based promotion or communication of the activity must be approved by the AIDS Trust of Australia.

Any printed material, advertising, ticketing or web based promotion or communication of the activity must clearly state how the proceeds from the activity are to benefit the AIDS Trust of Australia.

The Fundraiser may say "All proceeds from the activity will be passed to the AIDS Trust of Australia".

The Fundraiser may say "\$100 from each ticket sold will go to the AIDS Trust of Australia".

The Fundraiser may not say "x% of the profits will go to the AIDS Trust of Australia".

Where the Fundraiser wishes to use the logo of the AIDS Trust of Australia, every instance of such use must be approved by the AIDS Trust of Australia.

Media and Public Relations

All media materials and press releases must be approved by the AIDS Trust of Australia prior to circulation.

In many cases we will be able to assist you with your intended release. Please ask.

Permits and Licences

Many activities require specific permits particularly where they involve large amounts of money or the exchange of money for goods and services. Raffles and auctions are examples of activities requiring permits.

Outdoor events often require permits from local councils.

The sale of liquor requires a licence.

You are entirely responsible for any permit or license your activity requires. You will find helpful information and full lists in the gaming and racing section at www.australia.gov.au

Liability

The Fundraiser accepts responsibility and liability for all particulars in relation to the fundraising activity. This includes but is not limited to:

- Financial
- Insurances
- Public liability
- Occupational and public health and safety

The Fundraiser agrees to release and hold released the AIDS Trust of Australia to the fullest extent permissible under law for all claims arising from the activity.

It is therefore very important that the Fundraiser ensure that all required insurances are adequate and in place.