

By registering for the 2025 Kidney Kar Rally and accepting the event waiver you have agreed to abide by Kidney Health Australia's Fundraising Guidelines, Terms and Conditions and you have committed to raising a minimum of \$4,000 per Kar/Team. These relate to the co-ordination of any event/activity that aims to raise funds for the Kidney Kar Rally.

This fundraising commitment is strictly enforced, and by completing your registration, you have agreed to fundraise and/or donate the minimum commitment before the below due dates.

- 50% fundraising due by 30<sup>th</sup> April 2025
- 100% fundraising due by 31<sup>st</sup> August 2025

### **Fundraising**

As a registered Kidney Health Australia fundraiser, you must ensure that your fundraising activities are legal and comply with all Australian Federal and State/Territory laws. Each State/Territory has a Fundraising Act or equivalent that Kidney Health Australia and anyone fundraising on behalf of Kidney Health Australia must adhere to.

There are different State/Territory laws and regulations, relating specifically to fundraising and permits required (relating to gaming (raffles), liquor and food preparation). It is your responsibility to ensure you are aware of and complying with all that are applicable to the area in which you are fundraising.

The general obligations in respect to fundraising are:

- Fundraisers must maintain accurate records of income and expenditure associated with their fundraising activity/event and provide these to Kidney Health Australia upon completion of the fundraising activity/event.
- Agree that Kidney Health Australia cannot reimburse any expenses incurred by you in the pursuit of your fundraising efforts, however a fair and reasonable expense may be deducted from the gross proceeds of a fundraising activity/event, provided they do not exceed 40% of the gross, are properly documented and must be deducted before funds are banked.
- Agree to ensure all donations are made payable to Kidney Health Australia and all funds raised (minus fair and reasonable expenses as noted above) are deposited into Kidney Health Australia's bank account within three weeks of the fundraising activity/event concluding.
- Agree that fundraisers must not retain any part of the profits or donations from fundraising activity/events.
- Agree that fundraising dollars, sponsorship and in-kind donations, cannot be used to cover any costs (entry fees, fuel, accommodation etc) related to your participation in the Kidney Kar Rally.
- Donations over \$2.00 are tax deductible and receipts will be issued by Kidney Health Australia once the Cash & Offline Donations Process has been followed.

You are not permitted to solicit public donations through door-to-door, street or telephone collections, or on public transport. You must not solicit public donations in public places such as shopping centres without permission and necessary permits.

### **Sponsorship & In-Kind Donations**

Sponsorship and In-Kind Donations are alternative ways your community can support you; they can be big or small. These forms of support are not eligible for Tax-deductible receipts; however, they should be thanked appropriately (can be recognised with a logo on your Kar) and given a Certificate of Appreciation.

An In-Kind Donation is a contribution of goods or services with benefit in return. If you are soliciting In-Kind Donations for your fundraising event, these items should only be used for the event/activity intended. If items are not utilised for the event/activity intended, they should be returned to the donor.

or donated to Kidney Health Australia. All “in-kind” support should be advised to the bearer, so appropriate donor acknowledgement can be provided.

Examples of an In-Kind Donation:

- Your local hairdresser provides a \$50 voucher for a raffle prize free of charge.
- Your local butcher donates sausages for your fundraising BBQ.
- Your local tyre shop donates 4 new tyres for you kar.

A sponsorship is a contribution of money, goods or services in return for recognition or a benefit. Examples of Sponsorships:

- A local store gives you a \$500 donation in return for branding on your car & fundraising page.

### **Online Donations**

All donations made via your online fundraising page are automatically added into yours and your Teams fundraising total. Anyone who donates directly onto your online fundraising page will automatically receive an email with a tax-deductible receipt.

### **Accepting Cash or Cheques & Offline Donations Process**

We recommend that you consider the risks associated with collecting cash and where possible, encourage donations directly to your online fundraising page. If you do receive cash donations, you must not bank those funds into your own personal or organisation bank account, as this is prohibited by fundraising laws in a number of jurisdictions.

All donations made by cheque must be made out to ‘Kidney Health Australia’. Any cheques made out to yourself, or your Team Name cannot be processed. All donations made in cash or cheque must be deposited directly into the Kidney Health Australia Bank Account. You can find these details and the procedure for Banking funds on the Direct Deposit & Offline Donation Form that was provided in your Welcome Pack.

### **Receipting Cash & Offline Donations**

Receipts can be issued for donations received in cash (except where the money is received in a collection box, in return for goods or services or a sponsorship). If someone donating in cash asks for a receipt, fundraisers must take all reasonable steps to ensure they receive one. Cash donations must be deposited into Kidney Health Australia’s bank account, and a completed offline donation form must be provided for receipts to be issued.

When the donating individual has received goods or services in return for money given (e.g. purchased raffle tickets and won or purchased prizes at auction) you will be responsible for advising the donor of the value of the prize (or other goods or services received) so that the donor can work out how much of their contribution they can claim as a tax deduction.

### **Logo/Name usage & Marketing Materials**

In your communication and promotion of the Kidney Kar Rally and your fundraising efforts, please ensure you are clearly stating that you are ***‘participating in the Kidney Kar Rally and raising funds for Kidney Health Australia’***, not that fundraising is conducted by Kidney Health Australia.

We suggest using this wording: “I am/We are supporting Kidney Health Australia's Kidney Health 4 Youth program by participating in the Kidney Kar Rally” or “Funds raised via the Kidney Kar Rally supports Kidney Health Australia’s Kidney Health 4 Youth Program.”

If you wish to use the Kidney Health Australia or Kidney Kar Rally logo in anyway, you must obtain permission from Kidney Health Australia beforehand. Kidney Kar Rally participants are reminded that you do not have the rights to use 'Kidney Health Australia', 'KHA' or 'Kidney Kar Rally' and you are not permitted to use these as the name of an event when conducting your fundraising.

This means you cannot call your event a Kidney Health Australia or Kidney Kar Rally event i.e. A Kidney Health Australia Trivia Night. However, you can call it a "Trivia night in support of The Kidney Kar Rally/ Kidney Health Australia". Any materials or advertisements to be used in relation to the event and your fundraising must be submitted to Kidney Health Australia for approval before it is used.

### **Media & Public Relations**

Generating publicity before your fundraiser starts is a great way to help raise awareness of your fundraiser and you are responsible for generating your own publicity. However, if the media require information about kidney disease and/or Kidney Health Australia you should direct them to contact our media team on 1800 454 363. You are not authorised to speak to the media on behalf of Kidney Health Australia. Please also remember to make clear you are raising money in aid of Kidney Health Australia and that you do not represent Kidney Health Australia.

### **Authority to Fundraise Letter & Public Liability**

You will have received an Authority to Fundraise letter in your Welcome Pack after you register. This letter verifies that you are authorised to fundraise on behalf of Kidney Health Australia as part of the Kidney Kar Rally, that you are solely responsible for all aspects of your fundraising activities and that you have agreed to conduct all activities in accordance with Kidney Health Australia's Fundraising Guidelines. Your Authority to Fundraise is valid from the date of issue (generally a few days after we have received your registration) and expires the week following the 2025 Kidney Kar Rally Event.

You will have received a copy of Kidney Health Australia's Public Liability Insurance Certificate that you can use for your basic fundraising events like BBQ's/Sausage Sizzles, Morning Tea's, Raffles, Car Wash etc. The Public Liability Insurance Certificate you are provided is limited in its coverage, so if you are planning a larger public event it is best to check in with the Kidney Kar Rally Team if your event will be covered under the Public Liability Insurance Certificate provided or if you will need to consider sourcing additional insurance to cover your event. Arranging the appropriate type and level of insurance for your activity is strongly recommended.

### **Termination**

Kidney Health Australia may revoke an Authority to Fundraise and Public Liability Insurance Certificate, as well as any and all other licences granted to a fundraiser and terminate this Agreement at any time if it appears that the fundraiser is failing to adhere to and comply with these fundraising guidelines, terms and conditions, is engaged in any act or omission which may adversely affect the reputation of Kidney Health Australia, or is engaged in any conduct which, in Kidney Health Australia's reasonable opinion, is prejudicial to the affairs of Kidney Health Australia, contrary to its objectives or which brings Kidney Health Australia's name into disrepute. If we revoke the authorisation or licence granted to a fundraiser, they must immediately stop promoting the event and cease using any of Kidney Health Australia's intellectual property.

### **Support/Contact Us**

The Kidney Kar Rally Team is here to support fundraisers with their endeavors and can be contacted with any questions or assistance requests at [kidneykarrally@kidney.org.au](mailto:kidneykarrally@kidney.org.au) or 1800 454 363 and ask for community fundraising.

**Thank you for fundraising to help change the lives of children and young people affected by kidney disease.**

**Together we can leave kids kidney disease in the dust!**