

## **Kidney Health Australia Community Fundraising Guidelines**

### **Community Fundraising Agreement**

Thank you for choosing to fundraise in support of Kidney Health Australia. By signing the Community Fundraising Registration Form, you have agreed to abide by the following Guidelines, Terms and Conditions. These relate to the co-ordination of any event/activity that aims to raise funds for Kidney Health Australia.

As a registered Kidney Health Australia fundraiser, you ensure your fundraising activities are legal and comply with the Fundraising Acts and Regulations in your state and all Australian Federal and State/Territory laws in respect to collecting and distributing funds. 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 comply with all that are applicable to the area in which you are fundraising.

The general obligations in respect to fundraising are:

- You are required by law to maintain accurate financial records including budgets, income and expenditure associated with their fundraising activity and provide these to Kidney Health Australia within thirty (30) days of the fundraising activity taking place,
- You 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,
- 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,
- You must not retain any part of the profits or donations from fundraising activity/events,
- You must disclose any prior or current criminal convictions. Although these will not necessarily stop you from being able to fundraise for Kidney Health Australia, they may be considered in determining your suitability as a fundraiser,
- 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.

### **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.

### **Receipts**

All donations made to your online fundraising page will automatically receive a receipt via email. Receipts for cash donations will be issued via Kidney Health Australia (except where the money is received in a collection box, in return for goods or services or a sponsorship) once funds have been deposited into Kidney Health Australia's bank account and a completed Direct Deposit & Offline Donation Form has been received.

If a cash donor asks for a receipt, fundraisers must take all reasonable steps to ensure they receive one. When a donor 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 they 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 your fundraising activity please ensure you are clearly stating that the fundraising activity is an activity that is in support of and raising funds for Kidney Health Australia and not that fundraising is conducted by Kidney Health Australia. Suggested phrases to use are: "proudly supporting Kidney Health Australia" or "funds raised will go to support the work of Kidney Health Australia". Unless advised otherwise, when stating where the funds raised go, please use the following phrase "funds raised will help save and improve the lives of people living with chronic kidney disease."

If you wish to use the Kidney Health Australia logo on any materials or products, you **must** obtain permission from Kidney Health Australia prior to print and circulation. Kidney Health Australia may, in its absolute discretion, grant you a limited, revocable licence to use such intellectual property for the sole purpose of conducting your fundraising activity. Despite any licence or permission granted to you, you acknowledge and agree that Kidney Health Australia retains all rights to its intellectual property, and you indemnify Kidney Health Australia against any claims which may arise as a result of your use of its intellectual property.

You agree that you have no right to the names 'Kidney Health Australia' or 'KHA' and that you do not have the right to raise funds in those names. This means you cannot call your event a Kidney Health Australia event i.e. A Kidney Health Australia Trivia Night. However, you can call it a "Trivia night in support of Kidney Health Australia". Any printed materials or advertisements to be used in relation to your fundraising activities must be submitted to Kidney Health Australia for approval. Please allow 10 Business Days for approval of your material.

### **Media & Public Relations**

Generating publicity before your fundraiser starts is a great way to help raise awareness, and you are responsible for generating your 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 support of Kidney Health Australia but that you do not represent Kidney Health Australia.

### **Kidney Health Australia representatives**

If you would like a Kidney Health Australia representative to attend your activity, you can submit a request with at least 3 weeks' notice, and it will be considered, subject to location and staff availability.

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

Once your fundraising activity has been approved, you will receive an Authority to Fundraise letter. This letter verifies that you are authorised to fundraise on behalf of Kidney Health Australia, 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, Terms and Conditions. Your Authority to Fundraise is valid from the date of issue (generally a few days after we have approved your fundraising activity) and expires the week after your activity has been completed.

All aspects of financial and public liability and public safety are the responsibility of the event organiser and you agree to indemnify Kidney Health Australia against any claims which may arise as a result of your fundraising activity. You will need to consider insurance to cover your fundraising activity to protect property, participants, and the public. Arranging the appropriate type and level of insurance for your activity is strongly recommended. Kidney Health Australia may be able to assist with Public Liability Insurance for fundraising activities organised by a third-party on a case-by-case basis and keep. Please contact the Community Fundraising Team should you wish to discuss this.

### **Termination**

Kidney Health Australia may revoke the approval, or any licences granted to you and terminate this Agreement at any time if you engage in any act or omission which may adversely affect the reputation of Kidney Health Australia. or if you engage 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 you, you must immediately stop promoting the event and cease using any of Kidney Health Australia's intellectual property.

### **Support/Contact Us**

The Community Fundraising Team is here to support you with your fundraising activities and can be contacted with any questions or assistance requests at [events@kidney.org.au](mailto:events@kidney.org.au) or 1800 454 363 and ask for community fundraising.

***Thank you for fundraising to help transform the future of everyone affected by kidney disease.***