

# Roundabout Canberra Community Fundraising Terms & Conditions

**These guidelines have been developed to assist those who are planning to fundraise on behalf of Roundabout Canberra.**

A Fundraiser must agree to these terms and conditions by completing the Online Fundraising Application form. If approval to fundraise is granted by Roundabout Canberra these terms and conditions will form the basis of any dealings between Roundabout Canberra and the Fundraiser in relation to the fundraising event.

## Authorisation

- Fundraisers must provide Roundabout Canberra with a clear written description of the nature, extent and duration of the proposed fundraising event, an estimate budget of the proposed activity & provide information about the group or individuals organising the event.
- By law, an organisation holding a fundraising event on behalf of Roundabout Canberra must have a Letter of Authority to fundraise, prior to commencing activities. Roundabout Canberra will issue this letter if their Proposal is accepted and Roundabout Canberra is satisfied that:
  - The event will provide a reasonable return after expenses have been deducted.
  - The Fundraiser will supply a complete record of income and expenditure with supporting receipts and invoices within four weeks of the conclusion of the event.
  - The fundraising event fits in with the aims and values of Roundabout Canberra.
  - The Fundraising activity is not considered high risk.
- Any changes to the agreement will require the completion of an additional Application form.
- The Fundraiser understands that Roundabout Canberra reserves the right to not approve or withdraw approval of a fundraising event at any time should the fundraising event or fundraising event organisers fail to comply with Roundabout Canberra's Fundraising Guidelines.
- The Fundraiser must abide by all relevant State legislation for fundraising and apply for any permits and authorities that may be required. Different states have their own legislation, which should be checked beforehand by the Fundraiser. The Fundraiser agrees that the information provided to Roundabout Canberra must be made available to regulatory authorities on request.

## Upholding Roundabout Canberra's Standards

- Due to the nature of the work of Roundabout Canberra and the high ethical standards under which Roundabout Canberra operates, there may be some events we cannot approve. Please note that the following activities will not be approved:
- Telemarketing, door knocking, collection tins or buckets, or soliciting donations in public places such as shopping centres.
- The sale of tobacco products or illegal drugs
- Events that do not promote the responsible service of alcohol.

## Organising and Promoting the Fundraising Event

- The event must be conducted in the name of the Fundraiser and is the sole responsibility of the Fundraiser. The Fundraiser must make it clear in all dealings with the public, sponsors and supporters that they are not employees or agents of Roundabout Canberra, nor are they acting in any other representative capacity. The Fundraiser verifies that they are in proper physical/mental condition to organise and run the fundraising event and acknowledge that they are aware of the risks involved and voluntarily agree to assume those risks.
- If a Roundabout Canberra representative is present at an event, the Fundraiser remains solely responsible for all aspects of the event unless prearranged between the Fundraiser and Roundabout Canberra.
- Roundabout Canberra is unable to take a coordination role in organising the fundraising event and its officers cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Fundraiser in running the fundraising event.
- Details on how the proceeds for the event will be allocated to Roundabout Canberra must be stated on all materials relating to the event. For example: "100% of the money", or "all profit".
- Please notify Roundabout Canberra if you plan to approach a corporate sponsor.
- Due to the Federal Privacy Act (1998) Roundabout Canberra is unable to promote Fundraiser events to our database however we will share on our social media if appropriate
- Roundabout Canberra does not provide public liability insurance coverage for Fundraisers. Roundabout suggests that Fundraisers may wish to hold their fundraising event at a venue that is already covered by public liability insurance. Roundabout Canberra will require evidence of public liability insurance to cover the Fundraisers and participants before approving the fundraising event.

- Roundabout Canberra requires regular updates from the Fundraiser throughout the fundraising planning period.
- If you have a business from which you wish to donate a percentage of sales over a period of time you will need to contact Roundabout Canberra to make an arrangements that satisfy Roundabout Canberra and the State Department's guidelines for working with businesses.
- For fundraising purposes, a child is anyone under the age of 16. There are specific codes of practice associated with children in fundraising that may apply. Please discuss with Roundabout Canberra if you intend to involve children in your fundraising event.

## Media

Please provide any press releases to Roundabout Canberra for approval prior to release. If you are approached by media concerning the fundraiser, please notify us prior to the appearance. We are able to provide materials to assist with media appearances.

## Names & Logo

Please remember that the event will not be a Roundabout Canberra event, but an event to raise funds for donation to Roundabout Canberra. Roundabout Canberra will supply the "Proudly Supporting" logo for our fundraisers.

All references to Roundabout Canberra in each piece of promotional material, including text and images must be submitted to Roundabout Canberra for approval before publication.

## Money Management

- Fundraisers who expect to receive cash donations at their event should provide adequate secure containers such as a lockable petty cash tin. It is recommended that no counting of cash donations be undertaken at the event unless a private, quiet room can be provided. Two people are required to be present for any counting of cash donations, and both people are to sign a document confirming the total counted.
- The financial aspects of your event are entirely the responsibility of the Fundraiser.
- The Charitable Fundraising Act and Regulations aim to protect the public interest and as such, Fundraisers are to:
  - Keep accurate financial records (including retention of receipts and invoices) to provide Roundabout Canberra with an accurate record of income and expenses within 4 weeks after the event has concluded.
  - If a bank account is set up to receive funds, all funds relating to the event are to be banked into this account and the account must be closed after your event. Please notify Roundabout Canberra the signatories to this account.
- Roundabout Canberra cannot pay expenses incurred by you, but you may deduct expenses necessary to conduct the activity from the income raised, provided they are accurately documented. Total expenses should be less than 40% of income.
- Any GST associated with the cost of the fundraising is the responsibility of the Fundraiser.
- Funds raised in aid of Roundabout Canberra cannot be used to make a donation to another organisation.
- Roundabout Canberra can provide official receipts for donations towards approved fundraising events. Tax deductible receipts can only be issued for donations of \$2 or more, where the donation is a gift (i.e. the donor received nothing of material value in return.) Ticket purchases, entry to an event, donations of services and auction purchases are not tax deductible. A register must be kept of all supporters eligible for a tax deductible receipt. Individual receipts will be sent to the Fundraiser for distribution to supporters. It is the responsibility of the Fundraiser to be aware of when a receipt can be issued and to whom, the legal implications of issuing a receipt, and to reconcile all funds.

For further information, please contact  
[info@roundaboutcanberra.org](mailto:info@roundaboutcanberra.org)

