



CARE Australia

Fundraising terms and conditions

How to collect donations

Online fundraising

Online fundraising is the fastest and most cost-effective way to collect donations. Donations made online will automatically generate an electronic receipt that will be emailed directly to the donor.

If using CARE's online fundraising system Artez, send your donors the link to your personal fundraising page.

If you are not using Artez, your donors can still donate online at www.care.org.au.

A tax receipt will be emailed directly to any donors making an online donation.

Collecting cash donations

Please bank funds raised within 14 days to:

Account Name:	CARE Australia
Name of Institution:	Westpac
BSB Number:	032-730
Account Number:	254738
Bank Address:	Corner of Badham & Woolley Streets, Dickson ACT 2602

Tax receipts can be provided for all cash donations over \$2. Email your request for receipt books to info@care.org.au

Please note: Tax receipts will not be issued to any donor who receives something in return for their donation e.g. raffle tickets or chocolate bars. CARE Australia cannot issue tax receipts for donated services, e.g. marquee set-up, entertainment, etc.

Please post all completed receipt books to CARE Australia, PO Box 308, Richmond, Vic, 3121

Brand & Logo usage

CARE Australia is restricted in the provision of our logo, out of respect to our corporate partners who pledge a multi-year minimum financial guarantee, which secures long-term planning for our development programs.

In place of our logo, CARE Australia can sanction the use of copy stating the relationship between the fundraiser and CARE Australia. For example: "[Company/person's name] is proud to donate [X%] of business proceeds to CARE Australia's work, for more information visit www.care.org.au" or inclusion of the line, "[Company/person's name] proudly supporting CARE Australia www.care.org.au".

Any materials using such copy must be sent to CARE Australia for authorisation, together with the "Fundraising activity application". Please contact info@care.org.au to organise collateral to support your event.



Media and Promotion

CARE Australia encourages you to promote your event and would be happy to provide feedback on your promotional plan. Any group wishing to contact media (including print, TV and radio) must seek approval from CARE Australia before sending out materials. Please contact info@care.org.au

A fundraiser may not present themselves as a CARE Australia spokesperson - all publicity in reference to the fundraising event or activity should clearly state that the event/activity is being organised by yourself or your company.

Donation Canvassing

CARE Australia must be given a list of individuals and companies you intend to approach to avoid duplication of donation requests. Please keep a record of prizes, services or other materials donated to your event and supply it to CARE Australia.

CARE Australia would be pleased to prepare and send certificates of appreciation to these donors.

Financial Details

It is a requirement of the Collections Act 1966 that the fundraiser keep a written record of the event. This record is to consist of the following:

- The purpose for which the event was held
- The full name and address of the fundraiser and the authority under which the event was held
- An accurate statement showing full details of all income and expenditure associated with the event, and of the monies and property raised by or resulting from the event and the disposal of all such monies and property

The financial aspects, fundraising, raffles, record keeping and management of the event are the responsibility of the fundraiser and the fundraiser must comply with any obligations imposed by the Collections Act 1966 and the Collections Regulation 1998.

CARE Australia reserves the right to audit the financial records pertaining to the event.

Raffle Guidelines

All raffles held on behalf of CARE Australia must follow the guidelines specified by the Victorian Office of Gambling Regulation Gaming No.2 Act 1997. No permit is needed unless the prize has a value of \$10,000 or above.

Please be mindful that raffle regulations differ in every state of Australia.

Door-To-Door Appeals

There should be no door-to-door appeals or telephone solicitation of any kind to the public in connection with the event.



CARE Australia Liability

CARE Australia will not be liable for any expenses incurred in running or promoting the event and the organisers must not incur any expenses in the name of CARE Australia.

The event is the sole responsibility of the event organiser. CARE Australia's insurance policy does not cover events conducted by external organisations. Organisers are advised to ensure they have the relevant insurance and indemnity considered necessary for any event that involves the general community or individual members of the public.

CARE Australia's Database

Access to CARE Australia's donor database is not permitted, we take the privacy of our supporters seriously.

CARE Australia Cause-Related Marketing Policy (CRM)

Cause-related marketing projects are those whereby an organisation markets a product, service, or message to the mutual financial benefit of both the organisation and CARE Australia. Typically, this would involve the organisation donating either a fixed monetary amount of the unit sale price, or percentage of the unit sale price, to CARE Australia.

Permission to undertake a CRM project will only be granted to Australian registered businesses with an Australian Business Number (ABN). Normal fundraising criteria will need to be met before permission is granted.

All fundraising activities that involve selling products or services must be administered and marketed by the applicant. This includes processing payments, storing products and delivering products.

Promotional materials must clearly state the percentage or portion of sales to benefit CARE Australia (10% minimum or \$1 per sale).

CARE Australia reserves the right to decline the offer of a CRM proposal or activity if it is not consistent with our brand and values. To apply, please email info@care.org.au

Thank you for choosing to fundraise for CARE Australia!

Please also thank your donors for supporting CARE Australia. If requested, CARE can provide certificates of recognition to people who helped your fundraising efforts.