



Clothes Swap Party

FUNDRAISING REGISTRATION FORM

A fun night to swap till you drop!

Date: _____ / _____ / _____ Time: _____

Fundraiser / event location: _____

_____ post code _____

Name of co-ordinator (responsible person now known as Fundraiser) _____

Home address if different than event location (not a Po Box)

_____ Postcode _____

Contact phone: _____ Fax: _____ Mobile: _____

Email: _____

ALL ABILITIES MACKAY INC – FUNDRAISING AGREEMENT

I _____ (Co-ordinator/Fundraiser's name) accept the terms and conditions of the Fundraising Agreement set out above. I agree to conduct my Clothes Swap Party in accordance with those terms and conditions in a manner, which upholds All Abilities Mackay's integrity, professionalism and ethos.

Signed: _____ Dated: _____

Please complete and return the Fundraising Registration Form to Po Box 1689 Mackay Q 4740 or admin@allabilitiesmackay.org.au. ABN: 95 202 714 205 INC #: IA41261 CH: 2420 DGR registered.

| | | |
|--|--------------------------------------|----------------------------|
| OFFICE USE ONLY: [] Fundraising Guidelines Sent ___/___/___ | [] Sanction Letter Sent ___/___/___ | Initial: _____ |
| AAM Contact Person: _____ | Amount Raised: \$ _____ | Date received: ___/___/___ |
| Account details given: ___/___/___ | Authorisation Number: AN-2013-_____ | diarised [] |
| Have fundraising receipts been requested? YES/NO | Date sent: _____ | (attach list) |



Post: Po Box 1689 MACKAY QLD 4740
Phone: 07 49 595 173
Email: admin@allabilitiesmackay.org.au

Fundraising Terms and Conditions

- 1 This agreement acknowledges the co-ordination of an event or activity that will benefit All Abilities Mackay.
- 2 “Fundraiser” means the individual or organisation holding the activity/event in conjunction with or for All Abilities Mackay Inc.
- 3 Once the Fundraiser agrees to the terms in these guidelines, then they should sign and return the Fundraising Agreement and Fundraising Registration Form (attached). All Abilities Mackay will then send a Sanction Letter, which confirms and authorises the activity/event. You are now ready to start fundraising.
- 4 Fundraisers are not authorised to use All Abilities Mackay as it’s beneficiary charity until they have received their Sanction Letter. This just safeguards everyone involved.
- 5 The Fundraiser must be over 18 years of age or over, and in the instance the Fundraiser is younger than this age, then a responsible consenting adult must apply on the child’s behalf.
- 6 The activity/event is the responsibility of the Fundraiser, and All Abilities Mackay Inc are not able to assist in the coordination of your event due to limited resources, for example, ticket sales or the soliciting prizes, organising publicity or providing goods and services unless agreed to in writing with the fundraiser. All publicity or press releases should be run past All Abilities Mackay prior to print.
- 7 If you are soliciting In Kind goods for your sanctioned fundraising event, these items should be used for the event/activity intended. If items are not utilised for the event/activity the item should be donated to All Abilities Mackay.
- 8 As part of our philosophy of being non-invasive, we consider telemarketing and door-to-door solicitation to be an invasion of privacy and both are not permitted.
- 9 We can provide the Fundraiser with “poster” signage to display your event details/date/time. All Abilities Mackay expects the Fundraiser to maintain regular contact and to provide a reasonable level of information about the event.
- 10 If the Fundraiser wishes to use the All Abilities Mackay logo and or name on any printed materials such as flyers, posters etc, then an example of the material should be sent to All Abilities Mackay for approval before use.

Initial/s _____

Po Box 1689, MACKAY QLD 4740
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- 11 "All Abilities Mackay" must not be included in the event name, for example "All Abilities Mackay Ball". You can however make reference to the cause by the phrase "proudly supporting All Abilities Mackay" or "raising funds for All Abilities Mackay programs".
- 12 At All Abilities Mackay, we are protective of our children and would not like them to be involved in events or with the media in any way that would compromise their privacy. All Abilities Mackay will look at any requests to involve our members or their families on an individual basis for promotion purposes, and this can often be arranged.
- 13 If the Fundraiser would like a representative of All Abilities Mackay to attend the activity/event, they should notify All Abilities Mackay as early as possible to enable a representative to be available. Please note: not all requests will be able to be met as we have limited staff numbers.
- 14 The Fundraiser must not approach celebrities or known personalities for support, using the name of All Abilities Mackay, without prior approval.
- 15 Fundraisers must be aware of their responsibilities under the Collections Act 1966. Please see www.fairtrading.qld.gov.au for more details.
- 16 All monies collected must be accurately recorded (Accounting of all income and evidence of all associated expenditure incurred in this fundraising effort MUST be documented) by the Fundraiser as outlined by the Australian Taxation Office & the Collections Act 1966. All Abilities Mackay will then issue a receipt letter in the name of the activity/event. If your activity/event incurs expenses, All Abilities Mackay will provide you with a Budget Template for completion.
- 17 The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed 30% of gross proceeds or such lower percentage as required by law.
- 18 All Abilities Mackay Inc is a registered Charity and has been given fundraising approval under CH2420. Individual receipts for tax deductions for attendee/supporters of the activity/event will only be issued by All Abilities Mackay Inc if a general donation of \$2.00 or more is made. When the attendee/supporter has given money in return for goods or services, a tax-deductible receipt can not be issued (eg the purchasing of a raffle ticket, or purchasing a ticket to an event). All Abilities Mackay cannot issue any receipts until the funds are deposited into the All Abilities Mackay Inc ANZ bank account. Individual receipts can be issued by All Abilities Mackay upon request. If supporters would like receipts, please send a list (in table format, Microsoft Excel is ideal) including name, address, phone number and donation amount.
- 19 Within 14 days of the conclusion of the event, all proceeds are to be sent to All Abilities Mackay. This must be accompanied by a copy of the authorisation letter, a statement of income and expenditure and copies of all receipts for all expenses you are claiming (if applicable). Please do not send cash through the post. Funds may be deposited directly into All Abilities Mackay's bank account, please contact us for details.
- 20 As unlikely as it is to happen, All Abilities Mackay Inc reserves its right to withdraw its approval for the activity/event at any time if it appears the Fundraiser is failing to adhere to any of the above terms and conditions.

Thank you for your interest in fundraising on behalf of All Abilities Mackay Inc.

I have read and understand the terms and conditions in which approval for my/our proposed fundraising event has been given, and understand I can not commence any fundraising activity until this agreement has been signed (both pages) and returned to All Abilities Mackay Inc, and we/I have received our/my "fundraising sanction" letter.

Name: _____ Signed: _____ Date: _____