

## Conditions of Fundraising

As you are collecting money on behalf of Prostate Cancer Foundation of Australia, it is required that you read, understand, sign and adhere to this agreement.

Once we have received a signed copy of this form, we will issue you with an Authority to Fundraise from Prostate Cancer Foundation of Australia, until then you are not able to fundraise.

There are often complex laws relating to fundraising activities in Australia, with variations from State to State, so it is important you follow these conditions.

1. Fundraisers must be 18 years old or over or accompanied by a parent/guardian if under 18 years of age. Parent/guardian must also sign this form.
2. Participants must send Inspired Adventures detailed information about the activities they are proposing to engage in by filling in the **Fundraising Proposal Form**, including the dates, duration, people, and organisations that are to be involved. This information will be forwarded to the charity. If any of the information changes after approval has been granted an updated proposal form must be provided.
3. Participants are not able to commence fundraising until they have received an **Authority to Fundraise** from Prostate Cancer Foundation of Australia.
4. Fundraisers can only use the name of Prostate Cancer Foundation of Australia to fundraise in relation to the *Prostate Cancer Foundation of Australia, Vietnam to Cambodia Cycle Challenge* that they are participating in.
5. Inspired Adventures will provide advice and information regarding general fundraising legislation; however, it remains the responsibility of the individual fundraiser to ensure they comply with relevant State based legislation.
6. Before contacting any media, please contact Inspired Adventures, as **all media relations** will **need to be approved** by Prostate Cancer Foundation of Australia.
7. Fundraisers must have prior agreement from donors that if they do not complete the challenge for whatever reason that the **donor gives consent for Prostate Cancer Foundation of Australia to receive the funds**. Alternatively, the money can be returned to the donor. Keep records of everyone who requests that the money be returned to them.
8. Permission to fundraise is not a license to run your own raffle, please **refer to the relevant State based legislation** as there are extensive guidelines regarding this type of fundraising.
9. Fundraisers **are not agents or employees** of Prostate Cancer Foundation of Australia; they undertake all fundraising activities at their own risk. Prostate Cancer Foundation of Australia and Inspired Adventures will not be held responsible for any injury, damage or loss sustained during any fundraising activity. **Fundraisers will not be covered** by Prostate Cancer Foundation of Australia's **public liability policy** under any circumstances.
10. Written material that **describes the work and role of Prostate Cancer Foundation of Australia** must be sent to Inspired Adventures for **approval before it is circulated**.
11. All proceeds from any fundraising event must go directly to the *Prostate Cancer Foundation of Australia, Vietnam to Cambodia Cycle Challenge*
12. Fundraisers must keep records of how much you spend on an event and how much was raised and submitted towards the charity. An **accurate record of all costs** incurred through

organising your fundraising events **must be kept and presented to Prostate Cancer Foundation of Australia** when you submit your fundraising monies.

13. Prostate Cancer Foundation of Australia has **tax deductibility status for donations of \$2 or more.**
14. It is recommended that fundraisers use the online fundraising website [www.everydayhero.com.au](http://www.everydayhero.com.au) to keep track of any sponsorship from friends or family. This website allows individuals to make contributions directly to the participant, and automatically issues an electronic tax receipt to the donor when they have made their payment on the site. This enables participants to easily keep track of their sponsorship and the proceeds are transferred directly to Prostate Cancer Foundation of Australia by EveryDay Hero. It also significantly reduces administration time and costs at Prostate Cancer Foundation of Australia.
15. Larger donations from friends and family can be accepted by Prostate Cancer Foundation of Australia via electronic transfer, cheque/money order or credit card. A tax deductible receipt will be issued by Prostate Cancer Foundation of Australia to each of your supporters whose money is sent directly. To facilitate this, you must complete the Sponsor Form with the full name, address, telephone number and donation amount of your supporters who require a receipt (name and contact person if you have been supported by a business). Please also supply these details in an Excel format by email to Prostate Cancer Foundation of Australia; please refer to the Payment Details form for contact details.
16. A tax deductible **receipt will not be issued** to your supporters **whose donations go towards the travel cost component of the trip** i.e. the money paid to World Expeditions. This portion of your fundraising is not regarded as tax deductible. Please note that any donations being put towards the travel portion of your trip therefore **must not** be directed towards EveryDay Hero.
17. The Tax Act does not allow Prostate Cancer Foundation of Australia to issue a tax deductible receipt to anyone who has received **anything at all in return for their donation** e.g. if you organise a Comedy Night and people pay a \$30 entry fee then this is not tax deductible as they have received entry and whatever else was included in the night in return for their entry fee. Therefore, use all event proceeds towards the travel cost component.
18. Refer to the Payment Details for details on how to transfer the fundraising money to Prostate Cancer Foundation of Australia.
19. World Expeditions will not invoice you for the travel component of this adventure until Prostate Cancer Foundation of Australia have supplied them with **proof that your fundraising payment has been made to Prostate Cancer Foundation of Australia.**
20. State legislation **prevents fundraisers from collecting money door-to-door or in public places** such as shopping centers and leisure centres unless prior permission is granted. Please contact Inspired Adventures for more details.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_