

FUNDRAISING TERMS & CONDITIONS



Thank you for considering **WWF-Australia** (World Wide Fund for Nature Australia) as the beneficiary of your fundraising activity.

To help you coordinate your fundraising activity, and in order to comply with various fundraising and charity legislations, we have compiled the following guidelines that outline our mutual responsibilities and obligations.

This constitutes an agreement, whereby the Terms & Conditions outlined in this document will be binding for WWF-Australia (henceforth WWF) and you, the Fundraising Coordinator. The 'Fundraising Coordinator' is defined as an individual or organisation conducting the fundraising activity on behalf of WWF. If you need further information, please don't hesitate to contact our Supporter Relations team on 1800 032 551.

Authority to fundraise for WWF-Australia

WWF is legally required to approve and authorise all fundraising activities. If your event is approved, we will send you an 'Authorisation to Fundraise' letter. This document can only be issued when we:

- have received a completed and signed Application to Fundraise form
- are satisfied the fundraising activity will represent WWF appropriately, upholding our values and brand
- are satisfied the fundraising activity can produce a reasonable financial return after expenses have been deducted
- are satisfied that the fundraising activity is not high risk to the fundraiser and to WWF's brand.

The Fundraising Coordinator is not officially authorised to use WWF as its beneficiary charity without a signed 'Authorisation to Fundraise' letter. Any changes to the details provided in the Application to Fundraise form must be reported to WWF prior to the fundraising activity beginning and may necessitate a new superseding of the 'Authorisation to Fundraise' letter.

Authorisation for repeat activities must be requested from WWF each time, unless otherwise stated.

If you have a business that wishes to donate a percentage of sales over a period of time to WWF, please contact our office. Additional paperwork may need to be completed.

Fundraising for WWF-Australia

The fundraising activity will be conducted under the name of the Fundraising Coordinator and is the sole responsibility of the Fundraising Coordinator.

WWF is unable to take a coordination role in the fundraising activity. This includes financial management, human resources, marketing, promotion, operations, sponsorship, procurement and soliciting of prizes and auction items. Where possible, advice and support will be offered.

The fundraising activity must be conducted in accordance with all federal and state/territory legislation.

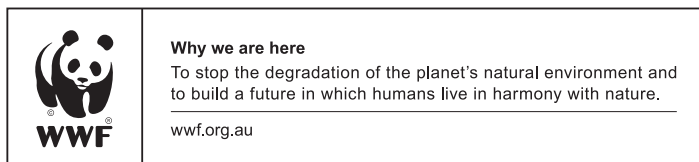
The Fundraising Coordinator is required to obtain and maintain any necessary insurance, permits, licenses, consents and authorisations required for the activity. For example, permits are required by councils and shopping centres for events on their grounds; and state/territory government permits may be required to conduct raffles or prize draws. There are also regulations relating to liquor licensing and preparation of food. State/territory guidelines vary. Please check with the relevant governing body for details. Please contact WWF for advice and support if required.

WWF-Australia does not endorse any fundraising activity that involves telemarketing, door knocking, open bucket collections, violent or dangerous activities, or any activities that do not fit with WWF's missions and goals¹.

WWF is unable to provide public liability insurance to cover community fundraising activities, the Fundraising Coordinator, or their supporters.

If you plan to solicit contributions, sponsorship or in-kind gifts from businesses, the list of potential business sponsors must be reviewed and approved by WWF prior to approaching. A list of all contributions by companies must be submitted when making final remittance to WWF.

1. See http://www.wwf.org.au/about_us/wwf_australias_missions_and_goals/



Financial aspects

It is a requirement of the charitable fundraising legislation² in all states and territories that the Fundraising Coordinator maintains accurate records of income and expenditure associated with the fundraising activity.

Within 14 days of the conclusion of the fundraising activity, all proceeds are to be submitted to WWF with a copy of the Authorisation to Fundraise letter and Remittance Form (provided upon approval of your Application) plus a statement of income and expenditure. Please do not send cash through the post. The financial aspects, fundraising, raffles, record keeping and management of the fundraising activity are the responsibility of the Fundraising Coordinator. The Fundraising Coordinator must comply with the Charitable Fundraising Act and Regulations in your state/territory³.

WWF cannot pay expenses incurred by the Fundraising Coordinator but expenses can be deducted from the proceeds of the fundraising activity, provided they are properly documented. The Fundraising Coordinator must ensure expenses do not exceed more than 40% of the total funds raised.

Individual receipts for taxation purposes can be issued by WWF if a supporter makes a donation of \$2 or more and proceeds from the fundraising activity have been received. Please complete the Receipt Registry (provided upon approval of your Application). Note: When a supporter has received goods or services in return for money given (e.g. purchased raffle tickets, event entry), a tax-deductible receipt cannot be issued.

Media and public relations

Due to limited resources, WWF cannot undertake media relations for the Fundraising Coordinator. All media materials and media releases must be approved by WWF prior to distribution.

WWF must be notified of all planned media activity in advance. Any approach to celebrities for support must be discussed with WWF and approved prior to any contact being made.

A representative from WWF may be available to attend your fundraising activity however the request must be made well in advance of the event.

The level, mode and/or percentage of support for WWF must be explicitly stated on all materials and correspondence relating to the fundraising activity. e.g. 100% of proceeds will be donated; 100% profit will be donated; \$x per item will be donated; income will be split with another charity, etc.

The use of WWF-Australia name and logo

WWF must always be identified as the 'beneficiary' of the fundraising activity. The Fundraising Coordinator has no right to the names 'WWF-Australia' and 'WWF' nor the use of the WWF logo. The fundraising activity may be promoted as 'proudly supporting WWF-Australia'. Approved branded templates will be supplied. No variations of these will be approved.

Participation of children

Throughout Australia, many conditions apply to the involvement of children in a fundraising activity. For example in NSW – the minimum age for children as a volunteer is eight (8) years; and / or to receive payment is 13 years.

Anyone who engages in relevant child-related work must have a Working with Children check.

Please check with your local relevant authority for further information regarding requirements in your state/territory. If you intend to involve children in your fundraising activity, you must detail your plans in your 'Application to Fundraise' form where indicated.

2. See <http://www.fundingcentre.com.au/help/fundraising-legislation>

3. see <http://www.fundingcentre.com.au/help/fundraising-legislation>