

## Women's Health Week

# Fundraising Terms & Conditions

Thank you for your interest in supporting Jean Hailes with a fundraising event. We appreciate your enthusiasm in our work. These terms and conditions apply to groups and individuals (Fundraiser/Organiser) that are planning to fundraise on behalf of Jean Hailes for Women's Health (Jean Hailes). By signing this document, you, as the Fundraiser/Organiser, agree to comply with and to be bound by these terms and conditions.

1. The planning and implementation of a fundraising event is the sole responsibility of the Fundraiser/Organiser.
2. The Fundraiser/Organiser is required to provide the appropriate details of who is conducting the fundraising activity, and how they propose to conduct it. For this reason, the Fundraiser/Organiser must complete the online Event Registration Form properly and honestly. The Fundraiser/Organiser must also notify Jean Hailes of any changes to their activity in advance.
3. The event(s) run by the Fundraiser/Organiser must only fundraise for Women's Health Week within the period of time authorised by Jean Hailes.
4. The Fundraiser/Organiser must take responsibility for, and hold onto, all the money raised until the fundraising activity is over and make sure it's kept in a safe place. Funds must be provided to Jean Hailes according to the instructions provided in the Event Guide.
5. Promotional material must clearly state that the event is 'raising funds for Jean Hailes for Women's Health', or 'proceeds donated to Jean Hailes for Women's Health'. It is not to be referred to as an event being held by Jean Hailes.
6. For donors who request a receipt, the Fundraiser/Organiser should record details on the Receipt Request form. This is sent to Jean Hailes who will provide receipts following the event.  
Here is further guidance around tax deductible donations:
  - a. A straight donation of \$2 or more where the donor receives nothing material in return will be considered a tax deductible gift
  - b. If the donor receives something material in return for the money (e.g. a dinner, entry to an event, an auction item or a chance to win a raffle prize) the donation will not be a tax deductible gift
7. Any fundraising activity undertaken must fit within the event's State Charitable Fundraising Act guidelines.
8. A record of the income or expenses must be kept as part of the fundraising event, and the Fundraiser/Organiser may deduct any essential costs of organising the activity, as long as they are documented with receipts, and are fair and reasonable (e.g. you may deduct costs such as catering, venue hire, entertainment but cannot deduct taxi transport etc. unless under special circumstances).  
The Donated Funds form is provided at [womenshealthweek.com.au](http://womenshealthweek.com.au)
9. All donated money received should be sent to Jean Hailes within 14 days of your event with the Receipt Request form and Donated Funds form.
10. People under the age of 16 collecting, handling or managing funds must be under the supervision of a responsible adult over the age of 18.
11. Jean Hailes reserves the right to withdraw the Fundraiser/Organiser's authority to organise an activity at any time if it appears there's a likelihood of the Fundraiser/Organiser not meeting any of these responsibilities.

