

Fundraise for the MDBA Pacers

REGISTRATION PACK

Complete the following registration pack and mail to:

MDBA Pacers Fundraising
PO Box 31
Ganmain NSW 2702

Please complete this form and with your **Fundraising Proposal** attached and return to the office listed above.

Your **Letter of Authority to Fundraise** and **Fundraiser ID Card** will be posted back to you within 7 to 10 working days if approved. You must have received this approval before you can begin fundraising.

Registration

PERSONAL DETAILS

Title: _____ **First Name:** _____ **Surname:** _____

Date of Birth: _____

CONTACT DETAILS

Name of organisation: (if applicable): _____

Street Address / Post Office Box: _____

Suburb: _____ **State:** _____ **Postcode:** _____

Home Phone: _____ **Business:** _____

Mobile: _____ **Fax:** _____

Email: _____

(On occasion we may send you email updates about MDBA Pacers work)

I have read The MDBA Pacers Fundraising Guidelines carefully and understand their content. I agree to conduct my event or activity in accordance with these guidelines. I understand that I cannot claim against MDBA Pacers or its staff and volunteers for any loss, damage or injury incurred as a direct or indirect result of this fundraising event or activity.

Signature: _____ **Date:** _____

(Or signature of parent or guardian if applicant is under 18 years)

Proposal

EVENT/ACTIVITY INFORMATION

Name of main contact: (if different to first page): _____

Title of event / activity: _____

Proposed date / time frame of your event: From: _____ **To:** _____

Address or venue of event / activity: _____

Further details of planned fundraising activity: (Where applicable please include ticket price, estimated number of tickets to be sold, prizes to be offered, publicity plans, proposed corporate sponsor etc. Please continue overleaf if there is insufficient room). _____

What has inspired you to raise funds for MDBA Pacers: _____

Have you fundraised for MDBA Pacers before:

No Yes: (Please provide ID number): _____

How much money do you plan to raise: (estimate): _____

How will proceeds of the event be distributed:

100% To MDBA Pacers Income less expenses to MDBA Pacers

Sharing with another charity: (Please specify): _____

SUPPORT

I would like to request the following (Please note materials are subject to availability):

MDBA Pacers Fundraising Tool Kit

REFEREE

Please provide the name and contact details of a person who has known you for longer than 12 months to provide a character reference.

Name: _____

Phone: _____

Email: _____

Please include any additional information on a separate page.

Fundraising Guidelines

1. These guidelines have been developed to assist groups and individuals (The Fundraiser) that are planning to fundraise on behalf of MDBA Pacers.

A Fundraiser must complete/sign and return this document to MDBA Pacers. If approval to fundraise is granted by MDBA Pacers these terms and conditions will form the basis of any dealings between MDBA Pacers and the Fundraiser in relation to the event.

AUTHORISATION

2. Fundraisers must provide MDBA Pacers with a clear written description of the nature, extent and duration of the fundraising activity, provide an estimate budget of the proposed activity and provide information about the group or individuals organising the activity.

3. Any person or organisation must, by law, have a Letter of Authority to fundraise. MDBA Pacers will issue the Fundraiser this letter if their proposal is approved and:

- a) MDBA Pacers is satisfied that the event/activity will produce a return of at least 60% income after expenses have been deducted as required by law.
- b) MDBA Pacers is satisfied that the Fundraiser will supply a complete record of income and expenditure with supporting receipts and invoices within 4 weeks of the conclusion of the event / activity.
- c) MDBA Pacers is satisfied that the event/activity fits with its aims and values.
- d) MDBA Pacers is satisfied that the fundraising activity is not high risk.

A Fundraiser ID Card will also be issued to the approved Fundraiser. The ID card must be displayed when the Fundraiser is collecting monies or conducting the activity. The letter and card will contain a Fundraiser ID number that should be included in all correspondence with MDBA Pacers.

4. The Fundraiser is not authorized to use MDBA Pacers as its beneficiary charity until it has received the Letter of Authority. Permission to fundraise is issued for a period no longer than 12 months, and following the event/activity the letter of authority to fundraise, ID card, along with the records of income and expenditure and accompanying receipts, and any used or unused receipt books must be returned to MDBA Pacers .

5. The Fundraiser understands that MDBA Pacers reserves the right to withdraw approval of this event/activity at any time should the event/activity or the event/activity organisers fail to comply with MDBA Pacers.

FUNDRAISING GUIDELINES

6. MDBA Pacers may withdraw the Fundraiser's authority to fundraise by notifying the Fundraiser in writing. The Fundraiser must immediately cease the event/activity and return the Letter of Authority, Fundraiser ID Card and all records and monies must be returned to MDBA Pacers within seven days.

7. The Fundraiser must abide by all relevant State legislation for fundraising and apply for any permits and authorities that may be required. Different states have their own legislation, which should be checked beforehand by the Fundraiser. Please contact MDBA Pacers if you need direction or guidance in this area.

UPHOLDING MDBA PACERS STANDARDS

8. Due to the nature of the work of MDBA Pacers and the high ethical standards under which MDBA Pacers operates, there may be some events we cannot approve.

Please note the following activities will not be approved:

- a) Telemarketing, door knocking, collection tins or buckets, or soliciting donations in public places such as shopping centers (this excludes our approved national regular giving) fundraising program, which is managed directly by MDBA Pacers
- b) The sale or promotion of tobacco products or illegal drugs
- c) Events that do not promote the responsible service of alcohol
- d) Activities or events that are in any way linked to terrorism or the use of land mines
- e) Events that do not promote responsible pet ownership.

9. The Fundraiser commits to uphold the ethics and standards of MDBA Pacers and agrees they shall not do anything to bring MDBA Pacers or its staff or associates into disrepute.

10. Fundraisers agree that they have read MDBA Pacers Child and animal Protection Code of Conduct and agree to this.

ORGANISING THE EVENT

11. The fundraising event/activity shall be conducted in the name of the Fundraiser and is the sole responsibility of the Fundraiser. The Fundraiser must not make it clear in all their dealings with the public, sponsors and supporters that they are not employees or agents of MDBA Pacers, nor are they acting in any other representative capacity.

12. MDBA Pacers is not able to take a coordination role in event organising and its staff cannot assist in soliciting prizes, organising publicity, or providing goods and services to assist the Fundraiser in the running of the event/activity unless previously agreed upon.

13. MDBA Pacers does not provide public liability insurance for fundraisers.

14. MDBA Pacers expects The Fundraiser will keep MDBA Pacers up to date throughout planning for the event/activity.

15. If you have a business you may wish to donate a percentage of sales over a period of time to MDBA Pacers You will need to contact MDBA Pacers to make an arrangement that satisfies MDBA Pacers and the State Department's guidelines for working with a trader.

16. For the purpose of fundraising, MDBA Pacers considers a child as anyone under the age of 18. The minimum age of children participating in an appeal (event / activity) as a volunteer is 8 years. There are specific codes of practice associated with children in fundraising that may apply. Please discuss with MDBA Pacers if you intend involving children in your event / activity.

17. The Fundraiser verifies that they are in proper physical/mental condition to organise and run this event and acknowledge that they are aware of the risks involved and voluntarily agree to assume those risks.

PROMOTING THE EVENT/ACTIVITY

18. Any use of MDBA Pacers logo must be approved. Each community fundraising event will be evaluated on a case by case basis and it is at the discretion of MDBA Pacers whether logo usage shall be granted.

19. All references to MDBA Pacers in each piece of promotional material, including text and images, (whether taken from MDBA Pacers website and print materials or another source) must be submitted to MDBA Pacers for approval before publication.

20. MDBA Pacers may approve the use of a line of copy (suggestions below) stating the relationship between the event / activity and MDBA Pacers. The organisation must be referred to MDBA Pacers [preventing Animal Cruelty in Emergency Response Situations] or MDBA Pacers. Suggested wording:

- a) "Proudly supporting MDBA Pacers"
- b) "Funds raised are used to support the work of MDBA Pacers in preventing animal cruelty all states of Australia"
- c) "All net proceeds to MDBA Pacers to aid in Prevention of Animal Cruelty"
- d) "This is a volunteer run event raising money for MDBA Pacers [Preventing Animal Cruelty in Emergency Response Situations]"

21. Details on how the income/proceeds from the event/activity will be allocated to MDBA Pacers must be stated on all materials and correspondence relating to the event/activity. For example the Fundraiser should specify:

- a) If 100% of money raised will come to MDBA Pacers, and the Fundraiser will cover their own costs
- b) If income from the event/activity less expenses will come to MDBA Pacers
- c) If income will be split with another charity, if so with whom and how the income will be allocated

22. MDBA Pacers cannot undertake media relations on behalf of the Fundraiser but is happy to provide advice on producing media materials. Please notify MDBA Pacers if you intend to approach any media.

23. Please notify MDBA Pacers if you plan to approach a corporate sponsor.

24. Due to the "Federal Privacy Act (1998)" MDBA Pacers is unable to promote Fundraisers events / activities to our database but we can include in newsletters and other printed and web based materials.

AT THE EVENT

25. MDBA Pacers recommends that no counting of cash donations takes place at an event unless prearranged and a private, quiet room can be provided. Two people are required to be present for any counting of cash donations, both people to sign a document confirming the total counted.

26. It is recommended that no cash bills be paid at the event unless prearranged with a supplier or venue.

27. Fundraisers who expect to receive cash donations at their events should provide adequate secure containers for receiving cash such as a lockable petty cash tin or similar.

28. If an MDBA Pacers representative is present at an event, the fundraiser remains solely responsible for all aspects of the event unless prearranged and agreed between the fundraiser and the representative of MDBA Pacers.

FINANCIAL ASPECTS OF YOUR EVENT/ACTIVITY

The financial aspects of your event activity are entirely the responsibility of the Fundraiser.

29. The basic obligations of the "Charitable Fundraising Act (1991)" and Regulations for Fundraisers are to:

- a) Keep accurate financial records (including retention of receipts and invoices), and hence provide MDBA Pacers with an accurate record of income and expenses associated with the event / activity within 4 weeks of the conclusion of event / activity;
- b) A bank account may be set up to receive funds from the fundraising activity. All funds donated to your fundraising activity are to be banked into this account and the account must be closed after your event. Please notify MDBA Pacers of the signatories to this account.

30. MDBA Pacers cannot pay expenses incurred by you, however expenses necessary to conduct the event / activity can be deducted from income provided they are documented properly. Total expenses must be less than 40% of income.

31. Funds raised in the aid of MDBA Pacers cannot be used to make a donation to another organisation.

32. Any GST associated with the cost of the fundraising is the responsibility of the registered fundraiser.

33. MDBA Pacers can provide official receipts for donations towards approved fundraising event / activities. Tax-deductible receipts can only be issued to people donating money of \$2 or more, where the donation is a gift (the donor received nothing of material value in return).

Receipt booklets must be returned, whether completely or partially used, to MDBA Pacers within four weeks of the event/activity conclusion. MDBA Pacers will provide the Fundraiser with advice for issuing receipts. It is the responsibility of the Fundraiser to familiarise themselves with:

- a) When a receipt can be issued, and to whom i.e. the following are not tax deductible: ticket purchases (eg raffle), entry to an event, donations of services and auction purchases;
- b) The legal implications of issuing receipts;
- c) The necessity of returning official receipts (used and unused) to MDBA Pacers;
- d) Reconciliation of funds.

Thank you for taking the time to read these guidelines. If you have any queries about your application please contact our fundraising co coordinator.

Child and Animal Protection Policy

CODE OF CONDUCT

MDBA Pacers strongly condemns all forms of child and animal abuse and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for all children and animals with whom we come in contact during the course of our work.

As a representative of MDBA Pacers I commit to abiding by this Code of Conduct which requires me to:

1. Be respectful of children's rights, background, culture and beliefs.
2. Conduct myself in a manner consistent with my position as a positive role model when dealing with children or animals.
3. Follow best practice guidelines concerning the safety of children and animals.
4. Follow relevant local, state and national law relating to the protection of children and animals.
5. Respect the confidentiality of a child's personal information so that their dignity and safety is not compromised.
6. Refrain from photographing children or using their photographs in program or promotional materials without written approval from their parents or guardians.
7. Report any possible or actual breaches of this Code of Conduct by MDBA Pacers, representatives or associates to the relevant MDBA Pacers director as soon as this behaviour comes to my notice.

I have read the Child and animal Protection Policy and agree to abide by it at all times to protect the children and animals I may come into contact with through my work for or in association with MDBA Pacers .

Name: _____
(Please print)

Signature: _____

Date: _____