

# Fundraising Guidelines

These guidelines have been developed to assist groups and individuals who are planning to fundraise on behalf of Miracle Babies Foundation.

Charitable fundraising is administered at a state and territory level. Each state and territory government has enacted charitable fundraising legislation. Under each relevant state and territory Act, anyone wishing to raise money for charitable purposes on behalf of the Miracle Babies Foundation must hold an authority to fundraise issued by Miracle Babies Foundation.

Any individual or entity interested in fundraising on behalf of Miracle Babies Foundation must accept the following terms and register their fundraising activity with Miracle Babies Foundation. Please contact us on [info@miraclebabies.org.au](mailto:info@miraclebabies.org.au) if you have any questions.

Please read through these Terms of Agreement, then complete and sign the Fundraising Proposal and Agreement accepting Miracle Babies Foundation fundraising terms.

Return the Fundraising Proposal and Agreement form to Miracle Babies Foundation. If your event is suitable, Miracle Babies Foundation will send you an Authority to Fundraise letter along with your Activity ID.

## Planning your event or activity

Management of your fundraising event or activity is your sole responsibility, including financial aspects, fundraising, raffles, record keeping and promotion. Due to limited resources, Miracle Babies Foundation cannot take a coordination role in your event; such as ticket sales, soliciting prizes, organising media and celebrities, or provide goods and services to run the event or activity.

The Fundraiser's arrangements for the Event must be planned with the approval of Miracle Babies Foundation and Miracle Babies Foundation requires a reasonable level of liaison and information about the Event. Any changes made from the original details provided on the Fundraising Proposal and Agreement form must be reported to Miracle Babies Foundation and may result in a new sanction letter to be authorised.

## Promoting your event or activity



The fundraiser is only permitted to use either of the 'proudly supporting' Miracle Babies Foundation logos to promote your event or activity.

The Fundraiser has no right to the name 'Miracle Babies Foundation' nor is the Fundraiser given the right to raise funds in this name. This means you cannot call your event a Miracle Babies Foundation event.

Miracle Babies Foundation does not encourage the use of our inspirational babies or children in events or in the media in any way that would compromise their privacy. Should you wish to include some stories; testimonials or case studies in your promotional material Miracle Babies Foundation will be able to provide you with appropriate material.

Due to the number of demands on celebrities to support Miracle Babies Foundation, any approach made to these public personalities must be discussed with Miracle Babies Foundation prior to any contact being made. You must not approach celebrities using the name of Miracle Babies Foundation unless specific prior written approval has been given by Miracle Babies Foundation.

Unfortunately it is not possible for a Miracle Babies Foundation representative (including volunteers) to attend all events and activities, but please give Miracle Babies Foundation as much notice as possible (at least 4 weeks) to seek the most appropriate representative and confirm their availability.

All media material and press releases must be approved by Miracle Babies Foundation prior to circulation. Miracle Babies Foundation are happy to discuss any ideas you may have but is not, however, responsible for securing media coverage or PR support for your activity.

## Fundraising and Issuing Receipts

You have been given an 'Authority to Fundraise' letter, which is required by law for any person wanting to conduct a fundraising event or activity. Your authority is valid for a set period, which is set out in the letter.

Any expenditure involved with the conduct of your fundraiser and any disposition of funds and profits resulting from a fundraising event or activity must be properly authorised by Miracle Babies Foundation beforehand.

The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the Event.

Miracle Babies Foundation cannot pay your expenses, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented and 'fair and reasonable'.

The law requires you to keep records of income and expenditure relating to your fundraising event or activity. You can use the Income and Expenditure Form provided in your fundraising pack.

You will also need to keep a copy of receipts, bank deposit stubs, cheques and donation tally sheets.

The proceeds of the Event, a statement of income and expenditure, donation sheet if required together with copies of receipts for all expenditure, are to be sent to Miracle Babies Foundation within 14 days of the conclusion of the Event.

Individual receipts for tax deductions for supporters of the event or activity can be issued by Miracle Babies Foundation if the supporter makes a donation of \$2.00 or more to Miracle Babies Foundation. Record their name and details on your donation sheet provided to you in your Fundraising Pack and Miracle Babies Foundation will issue a receipt shortly after the end of your fundraising event or activity.

Please note this only relates to cash donations and does not include goods or services that have been donated to your event or activity.

For a donor to claim a tax deductible receipt for their contribution, the payment must be truly a gift. They must not get anything in return. E.g. buying a raffle ticket in your event or activity, sponsorship of your event or activity (does not include if a participants sponsors you to complete a task e.g a marathon) or product sales at your event.

## Banking

With your 'Authority to Fundraise' letter, you have been issued with a Activity ID. Please use this Activity ID when you bank money or communicate with Miracle Babies Foundation.

All monies must be banked immediately or as soon as reasonably practicable upon the conclusion of your event or activity

Bank details for Miracle Babies Foundation are listed in your fundraising pack.

Don't forget your Activity ID when you bank your money.

## Children and Fundraising

Children can participate in fundraising events and activities from 8 years old.

The law says that if you use children in your fundraising event or activity, you must:

- Notify the child's parent or guardian in writing.
- Where the child receives a benefit ie payment for participation, a letter of employment must be issued to the child detailing the terms and conditions under which he/she is employed.
- Ensure that the child can contact his or her parent or guardian while participating in the appeal.
- Ensure children are adequately supervised

- this means that the supervisor is looking after a maximum of 6 children, stays close to them, and knows where they are at all times.
- Make sure they have enough water and food, and access to toilet facilities at all times.
- Get appropriate insurance to cover children for any accidents, injury or damage they might cause themselves.
- Ensuring that child participants do not work more than the maximum hours prescribed under the relevant conditions imposed on the authority to fundraise

## Liability

All aspects of financial and public liability and public safety are the responsibility of the event organiser.

As Miracle Babies Foundation is not the event organiser we are unable to cover any liability on your behalf.

The Fundraiser agrees to release Miracle Babies Foundation to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of Miracle Babies Foundation or its agents. Therefore, please ensure that any space or venue for your fundraising activities has the required public liability insurance.

## Permits

Some activities require permits e.g. raffles where the total prize pool is over a certain amount. - Permits are also required by councils and shopping centres for outdoor events.

If you have any queries please visit [www.australia.gov.au](http://www.australia.gov.au) and search under 'Gaming and Racing' for a full list of local gaming authorities in your relevant state.

**Thank you for choosing to support Miracle Babies Foundation.**

**If you have any questions or would like to discuss your event or activity further, please call Miracle Babies Foundation Head Office on 1300 773 664.**