



Fundraising Event Registration Package

ConnecteD Foundation has been supporting, for nearly 20 years, the 600 different rare genetic connective tissue disorders, found in children and young adults. The majority of our support is donated to a special clinic at The Children's Hospital at Westmead, the Connective Tissue Dysplasia Clinic, where there are over 800 families seeking care. Other funds will soon become available enabling us to fulfil our commitment in establishing a family grants program to begin in early 2013.

We deeply appreciate your efforts in fundraising for ConnecteD Foundation, ensuring the on-going care and treatment programme that Connected Foundation commits to each year.

On behalf of the ConnecteD Foundation Committee and Professor David Sillence, (Head of the Connective Tissue Dysplasia Management Service at The Children's Hospital at Westmead), we thank you for your generous efforts and wish you all the success in your fundraising event.

Yours sincerely,

A handwritten signature in black ink that reads 'Lynne Foxall'.

Lynne Foxall
Chairperson
ConnecteD Foundation Inc.



Agreement to Fundraise

Yes! We understand the terms and condition under which any fundraising activities benefiting ConnecteD Foundation Inc. need to operate. We will endeavour to ensure that ConnecteD representatives are informed of the development of any fundraising concepts and approve any promotional material or media releases citing ConnecteD as the beneficiary.

Your Name

Your Title: Mr / Mrs / Ms / Dr

Name of Community / Group / Company (if applicable)

Position Held by event co-ordinator

Your Address

Suburb

State

Postcode

Your contact phone / mobile

Your email

Please describe your proposed fundraising activities/events, including date, venue and venue address:

How will funds be raised? _____

- I have read the terms of agreement and offer to hold my fundraising event in accordance with the ConnecteD Foundation Inc. guidelines. I understand my obligations with regards to sending the proceeds raised to ConnecteD within 14days.

I, _____ (Name) agree to conduct my event _____ (Event Name)
in a manner which upholds ConnecteD Foundation's integrity, professionalism and values. I agree to inform ConnecteD Foundation if the details of my event deviate from those stated on this Offer Form.

Signed

Date

"Please return this form to PO Box 283, Westmead, NSW, 2145 and allow 30 days for processing and approval"



TERMS OF AGREEMENT & FUNDRAISING GUIDELINES

The Australian Government has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Acts in each state, anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the organisation, ConnecteD Foundation Inc.

So before you get started in your fundraising for ConnecteD, we will need to authorise your fundraising activity. All individuals, groups or organisations who wish to fundraise must register with us, whatever the size of the event or the donation (cash or kind). The Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of ConnecteD. We need you to read the guidelines, then complete, sign and send back the "Agreement to Fundraise" to us. Thanks again for your support!

BECOMING A CONNECTED FOUNDATION FUNDRAISER

- Any person, organisation, group or other, fundraising in the name of the ConnecteD needs to accept the following guidelines and register their fundraising activity with ConnecteD. Please contact us if you have any questions – we are here to help!
- Please read through these Guidelines, then complete and sign the Agreement to Fundraise accepting ConnecteD's fundraising conditions.
- If your event is suitable, ConnecteD will send you an authorisation letter or 'sanction' to fundraise on our behalf.

The Fundraiser is not authorised to use ConnecteD Foundation as its beneficiary charity until it has received the sanction letter.

FUNDRAISING FOR CONNECTED FOUNDATION

- Due to limited resources, ConnecteD is not able to take a co-ordination role in your event, such as assistance with ticket sales, soliciting prizes or organising celebrities. The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangements for the Event must be planned with the approval of ConnecteD and ConnecteD expects a reasonable level of liaison and information about the Event.
- Any changes made from the original details provided on the Agreement to Fundraise Form must be reported to ConnecteD and may result in a new sanction to be authorised.
- ConnecteD requires that there be no door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Event.

FINANCIAL ASPECTS OF THE EVENT

- Any expenditure involved with the conduct of your fundraiser and any disposition of funds and profits resulting from a fundraising appeal must be properly authorised by ConnecteD 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. The Charitable Fundraising Acts state this as expenses not exceeding 40% of the gross proceeds.
- The proceeds of the Event, the official sanction letter, and a statement of income and expenditure together with copies of receipts for all expenditure, are to be sent to ConnecteD within 14 days of the conclusion of the Event.
- Individual receipts for tax deductions for supporters of the Event can be issued by ConnecteD if that supporter makes a donation of \$2.00 or more to ConnecteD. If supporters would like receipts, please send a list including name, address, and phone number and donation amount. If the total of individual receipts exceeds 10 individuals, please provide ConnecteD an electronic version of your register.

- When the supporter has received goods or services in return for money given (e.g. purchased raffle tickets or prizes at auction), a tax deductible receipt cannot be issued.
- For donated goods and services ConnecteD requires correspondence from the company or individual stating the donated value of goods or services to the event. Accurate records of the donors' details, assists ConnecteD with financial reporting and thank you letters.

THE USE OF CONNECTED FOUNDATION NAME AND LOGO

- The Fundraiser has no right to the names 'ConnecteD Foundation', 'ConnecteD For Kids' and 'ConnecteD'. Nor is the Fundraiser given the right to raise funds in those names. This means you cannot call your event a ConnecteD event i.e. A ConnecteD Trivia Night, however you can call it an event supporting the ConnecteD Foundation.
- ConnecteD can sanction the use of a line of copy stating the relationship between the Fundraiser and ConnecteD for all fundraiser promotional material. Recommended wording would be, 'This event proudly supports the ConnecteD Foundation'
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to the ConnecteD Foundation for approval and must also state how the proceeds from the event are to benefit ConnecteD, eg 'all proceeds from this event' or 'all proceeds from the auction'. Please allow 10 days for approval of your material.
- If the Fundraiser wishes to use the ConnecteD Foundation logo on any materials or products, the Fundraiser must obtain prior permission from ConnecteD. Please contact ConnecteD for more details.
- ConnecteD does not encourage the use of ConnecteD 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 ConnecteD will be able to provide you with appropriate material.

MEDIA AND PUBLIC RELATIONS

- All media materials and press releases must be approved by ConnecteD Foundation prior to circulation. Please allow 10 days for approval and we are happy to discuss any ideas you may have and provide an example press release.

CONNECTED FOUNDATION REPRESENTATIVES

- A ConnecteD Foundation Representative can be arranged to attend your event depending on availability. At least 3 weeks notice is required.

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 contact the Community Partnerships Team in your state, or visit www.australia.gov.au and search under 'Gaming and Racing' for a full list of local gaming authorities in your relevant state.

LIABILITY

- All aspects of financial and public liability and public safety are the responsibility of the event organiser. As ConnecteD Foundation is not the event organiser we are unable to cover any liability on your behalf.
- The Fundraiser agrees to release ConnecteD Foundation to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of the ConnecteD Foundation or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.