

## Agreement to Fundraise

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Title: Mr / Mrs / Ms / Dr

\_\_\_\_\_  
Name of Community / Company / Group (if applicable)

\_\_\_\_\_  
Position Held by Event Coordinator (if applicable)

\_\_\_\_\_  
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? \_\_\_\_\_

Estimated Donation: \_\_\_\_\_

**Terms & Conditions:** We understand the terms and condition under which any fundraising activities benefiting Starlight Children's Foundation need to operate. We will endeavour to ensure that Starlight representatives are informed of the development of any fundraising concepts and approve any promotional material or media releases citing Starlight as the beneficiary. I have read the terms of agreement and offer to hold my fundraising event in accordance with the Starlight Children's Foundation guidelines. I understand my obligations with regards to sending the proceeds raised to Starlight **within 14 days**

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

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please return this completed form to Melissa Azzopardi via email [melissa.azzopardi@starlight.org.au](mailto:melissa.azzopardi@starlight.org.au) or fax 03 9416 4615

Please turn over for Terms of Agreement 

# Starlight

Our aim is to brighten the lives of all seriously ill and hospitalised children, and their families throughout Australia.



If you are planning a donation in lieu event please describe if it is the following:

In Memory of: \_\_\_\_\_

In Support of: \_\_\_\_\_

In Celebration of: \_\_\_\_\_

**A Starlight Community Coordinator will be in contact with to discuss the support Starlight can give you for your upcoming fundraising event.**

## ESTIMATED BUDGET (Please adjust items applicable to your event):

NB: Starlight is required under the 1991 Charitable Fundraising Act to record details of your fundraising event expenses. Please detail your projected fundraising activities and expected income, as well as list all expenses you expect your event to incur.

Income	\$ amount	Expenses	\$ amount
Sponsorship		Venue Hire	
Registration Fees		Food & Beverage	
Ticket Sales		Printing	
Donations		Security	
Raffles		Insurance	
Auctions		Advertising	
Other:		Promotional Material	
		Prizes	
		Transport	
<b>Total Income</b>		<b>Total Expenses</b>	
		<b>Total Profit</b>	

Starlight Children's Foundation

Level 3, 232 Victoria Parade | East Melbourne VIC 3154  
Phone 03 968 2000 | Fax 03 3416 4615 | Email [Melissa.Azzopardi@starlight.org.au](mailto:Melissa.Azzopardi@starlight.org.au)

# Fundraising Terms of Agreement

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, Starlight Children's Foundation.

So before you get started in your fundraising for Starlight, 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 Starlight. We need you to read the guidelines, then complete, sign and send back the "Agreement to Fundraise" to us.

**Thanks again for your support! We're sure that you'll enjoy fundraising for Starlight Children's Foundation and sharing in our joy of brightening the lives of seriously ill and hospitalised children and their families.**

## BECOMING A STARLIGHT CHILDREN'S FOUNDATION FUNDRAISER

- Any person, organisation, group or other, fundraising in the name of the Starlight needs to accept the following guidelines and register their fundraising activity with Starlight. 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 Starlight's fundraising conditions.
- Return the Agreement to Fundraise Form to your Starlight Community Partnerships Representative. If your event is suitable, Starlight will send you an authorisation letter or 'sanction' to fundraise on our behalf.

**The Fundraiser is not authorised to use Starlight Children's Foundation as its beneficiary charity until it has received the sanction letter.**

## FUNDRAISING FOR STARLIGHT CHILDREN'S FOUNDATION

- Due to limited resources, Starlight is not able to take a coordination 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 Starlight and Starlight 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 Starlight and may result in a new sanction to be authorised.
- Starlight 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 Starlight 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 Starlight **within 14 days** of the conclusion of the Event.
- Individual receipts for tax deductions for supporters of the Event can be issued by Starlight if that supporter makes a donation of \$2.00 or more to Starlight. 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 Starlight 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 Starlight 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 Starlight with financial reporting and thank you letters.
- A template is available from Starlight to assist you with capturing this information.

## THE USE OF STARLIGHT CHILDREN'S FOUNDATION NAME AND LOGO

- The Fundraiser has no right to the names 'Starlight Children's Foundation' and 'Starlight'. Nor is the Fundraiser given the right to raise funds in those names. This means you cannot call your event a Starlight event i.e. A Starlight Trivia Night, however you can call it an event supporting the Starlight Children's Foundation.
- Starlight can sanction the use of a line of copy stating the relationship between the Fundraiser and Starlight for all fundraiser promotional material. Recommended wording would be, 'This event proudly supports the Starlight Children's Foundation' or 'Funds raised will assist the Starlight Children's Foundation in brightening the lives of seriously ill and hospitalised children.'
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to the Starlight for approval and must also state how the proceeds from the event are to benefit Starlight, 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 Starlight Children's Foundation logo on any materials or products, the Fundraiser must obtain prior permission from Starlight. Please contact your Starlight Community Partnerships Team for more details.
- Starlight does not encourage the use of Starlight 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 your Starlight Community Partnerships Representative will be able to provide you with appropriate material.

## MEDIA AND PUBLIC RELATIONS

- All media materials and press releases must be approved by the Starlight Children's 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.

## STARLIGHT CHILDREN'S FOUNDATION REPRESENTATIVES

- A Starlight Children's 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](http://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 Starlight Children's Foundation is not the event organiser we are unable to cover any liability on your behalf.
- The Fundraiser agrees to release Starlight Children's Foundation to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of the Starlight Children's Foundation or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.