



Telethon Community Fundraising: Terms and Conditions

Channel 7 Telethon abides by the *Charitable Collections Act 1946*. The below terms and conditions have been developed to outline your obligations to Telethon to ensure we operate under the prevailing legislation.

Fundraising for Telethon

- Any individual, group or organisation, fundraising on behalf of Telethon must agree to and accept the following terms and conditions, and register, and have authorised by Telethon, their fundraising event or activity.
- If Telethon accepts your offer to fundraise, Telethon will send you an authorisation letter to fundraise on our behalf. Telethon will also be happy to support your fundraising event in the following ways:
 - by placing the information about your fundraising event on Telethon's Facebook page. Around Telethon time it's not always possible to promote Community Fundraisers on Facebook due to the promotion of the Telethon Weekend.
 - by arranging donation buckets for your fundraising event, to be collected from the Channel 7 Studios in Osborne Park.
- You are not authorised to fundraise for Telethon until you have received our authorisation letter.
- If the details of your fundraising event change from the original details provided in your registration form, it is essential that you advise Telethon, as this may result in a new authorisation letter being issued.
- The organisers of the fundraising event are to be the sole organisers and administrators of their event or activity, and Telethon will not take on any responsibility for the operation or conduct of the fundraising event.

Legal Requirements

- The organisers and any participants involved in the fundraising should ensure that they comply with any and all legislation, regulations, by-laws and codes applicable to any person who is:
 - collecting funds for a charitable organisation;
 - operating, managing or administering any raffle ticketing, game of chance, bingo, tipping or any other form of appeal to the public for donations or proceeds;
 - operating, managing and administering the fundraising event.
- The organisers of the fundraising event should contact the Department of Consumer and Employment Protection and the Gaming and Wagering Commission to find out what licences, approvals or permits may be required to conduct your fundraising event or activity. Telethon may request a copy of the granted licence, approval or permit. Telethon will not be able to arrange a licence, approval or permit on your behalf.
- Please note that Telethon does not endorse or approve door to door or street collections under any circumstances.
- Any children under 16 years collecting donations as part of your fundraising activity should be accompanied by a parent/guardian.
- Must wear name badge during fundraising, which is consecutively numbered. The badge should indicate the name of the collector, the name of the charitable organisation and specify the period the authority shall remain in force.

Costs of the Fundraising Event

- The organisers' responsibilities include, (but are not limited to):
 1. all of the costs and liabilities associated with the event. The organisers are not permitted to incur expenses or other liabilities in the name of Telethon;
 2. organising appropriate cash handling systems for the fundraising event;
 3. reconciling all proceeds received from the fundraising event and arranging for the proceeds to be forwarded to Channel 7 Telethon Trust within 14 days from the completion of the fundraising event.
 4. where applicable, provide the Channel 7 Telethon Trust with a copy of an statement of income and expenditure arising from the conduct of the event.
- The organisers of the fundraising event are not allowed to establish any bank or other lending institution account, cash or loan facility, in the name of or for the benefit of Telethon.
- Telethon can provide official receipt books or can issue individual receipts for tax deductions to supporters of the fundraising event who have provided a gift or donation (i.e. have not received a material benefit or advantage in return for their payment). To obtain a receipt please forward the contact details of the supporter and their donation amount to Telethon.
- Collectors must give receipts for all monies received and goods sold. The receipts are to be consecutively numbered and bare the name and address of the organisation for which the appeal is being made.

Liability and Insurance

- The organisers of the fundraising event or activity are responsible, at their own cost, to ensure that all necessary and sufficient insurance, safety and first aid precautions are in place to conduct their fundraising event. Please contact your independent insurance adviser to determine the appropriate insurance and indemnity coverage for your fundraising.
- Telethon may request a copy of the insurance policy/certificate of currency for your fundraising event.
- Telethon does not accept any liability whatsoever for any fundraising event conducted by you or any other third party.

Sponsorship and Promotional Materials

- The organisers of the fundraising event are not to represent themselves or authorise any employee, agent or contractor to represent themselves as employees, agents or contractors of Telethon.
- You are required to advise Telethon of any proposed sponsors of the fundraising event, including sponsors of each individual participant, taking part in the fundraising event. The proposed sponsors will need to be authorised by Telethon prior to the commencement of the fundraising event.
- The Telethon name, logo and brand is not to feature on any of your marketing and promotional materials without the prior approval from Telethon.
- All promotional materials of the fundraising event are to be approved by Telethon.
- All promotional and publicity materials should clearly state that the fundraising event is being organised by you/your association/your company etc and that Telethon is a beneficiary of the fundraising event.

Media and Celebrities

- The organisers of the fundraising event are not permitted to make any statement or issue any release to any form of media without first obtaining approval from Telethon.

- Telethon is not able to arrange celebrities for your fundraising event.
- Not all community fundraisers will be allocated a spot on air during the Telethon weekend broadcast to present their cheque or donation. This decision is made solely by the Telethon office.

Donation Bucket Guidelines

- Telethon buckets are your responsibility once accepted by you; collection of buckets MUST be Telethon Office, Channel 7.
- Telethon does not endorse or approve door to door or street collections under any circumstances. No person under the age of 16 years should be allowed to act as a collector.
- Unless otherwise agreed, all donation buckets MUST be collected and returned to the Telethon Office UNOPENED within 14 days of the final date of your event. It is your responsibility to ensure the buckets are returned to the Telethon office.
- If the bucket is lost or stolen, please notify the police and contact the Telethon Office. Please keep a record of your bucket number.
- Change cannot be given from the bucket and the money donated in the bucket will not be receipted.
- If buckets are being used on Telethon Weekend, please return to the Perth Convention & Exhibition Centre after your event on Telethon Weekend for them to be counted and included in the total.

Disclaimer

- If it appears to Telethon that the organiser(s) of the fundraising event have failed to adhere to any of the terms and conditions, Telethon reserves its right to withdraw its approval and authorisation for the fundraising event, at any time.