Type 1 Diabetes Family Centre
Community Fundraising Terms & Conditions

Thank you for considering the Type 1 Diabetes Family Centre (Family Centre) as the beneficiary of your community fundraising activity. Our community fundraisers are our heroes! No matter how big or small, your donations help us provide people with type 1 diabetes (along with their families, carers, and support people) with a range of clinical, psychological and social support services designed to meet the significant challenges of living with this lifelong condition.

To support your fundraising activity, and to comply with the *Charitable Collections Act 1946 (WA)* and other relevant legislation, we have compiled the following terms and conditions that outline our mutual responsibilities and obligations.

If you are under 18 years of age, you will need to confirm that you have guardian permission to fundraise.

Authority to fundraise for the Family Centre
The Family Centre is required to approve and authorise all fundraising activities. Once we have approved your community fundraising proposal, we will send you a Letter of Authority to fundraise on our behalf.

The organiser/s 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 the Family Centre.

If the details of your fundraising event change from the original details provided in your proposal, it is essential that you advise the Family Centre.

Legal, safety and insurance requirements
All fundraising activities must comply with relevant local, State, and Federal laws.

Which requirements apply to me?
What you need depends on the size and type of your fundraiser. Most small fundraisers need very little. Use this quick guide to work out what applies to you.

Your fundraiser	Insurance	Permits and approvals
Small and simple e.g. a lemonade or cake stall at home, a casual dress day at school or work, a personal challenge, or an online fundraising page	You usually won't need to arrange insurance. Just use common sense to keep everyone safe. If it's at a school or workplace, check their rules first.	Usually none needed. If you're selling food or drinks, follow basic food hygiene. Your local council can tell you if they need to know about it.
Community activities e.g. a sausage sizzle or stall at a shop or market, a quiz night or morning tea at a club or workplace, or a raffle	The venue or host (e.g. the store, market or club) will often have its own insurance and requirements. Ask them what they need from you.	Selling food? Let your local council know. Community fundraising food sales usually only need a simple notification, not full registration. Using a park, reserve or footpath may need council approval. Running a raffle? Check whether you need a permit (see below).

Your fundraiser	Insurance	Permits and approvals
Larger events e.g. a gala dinner, fun run, concert or sports tournament, or any event that is ticketed, on public land or roads, serves alcohol, or draws a large crowd	You will need public liability insurance. An insurance broker can advise on the right cover. We may ask for a copy of your certificate of currency.	Contact your local council early, as approvals can take several weeks. You may need an event application and approvals for food, alcohol (a liquor licence), road closures, noise or temporary structures. Plan for first aid and safety on the day.

Not sure which one fits? Get in touch and we'll help you work it out. The detailed requirements below apply where they are relevant to your activity.

You are responsible for obtaining adequate insurance (for example, public liability insurance) with respect to the fundraising activity and ensuring all safety and first aid precautions are in place. Please contact your independent insurance adviser to determine the appropriate insurance and indemnity coverage for your fundraising activity. The Family Centre may request a copy of the insurance policy/certificate of currency for its records.

Permits may also be required from local councils for events and activities within their locality. There are also regulations and guidelines relating to liquor licensing, preparation, and the sale of food. Please contact the relevant government body and/or your local council to discuss.

For more information on permits required for raffles, two-up, bingo and lotteries please visit the Department of Creative Industries, Tourism and Sport website https://www.cits.wa.gov.au/department/publications/publication/standard-lotteries-(raffles), Department of Local Government, Industry Regulation and Safety website https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/racing-gaming-and-wagering/gaming-types or contact Racing, Gaming and Liquor on (08) 6551 4888, Freecall 1800 634 541 (WA country callers only) or email rgl@dlgsc.wa.gov.au.

Sponsorship donations or in-kind support from tobacco, gambling, or adult entertainment companies are not acceptable.

Depositing funds raised

All monies received must be paid to the Family Centre within 14 days of collection as required by the *Charitable Collections Regulations 1947*. You may pay the funds by providing a cheque, paying in cash (please do not send cash through the post), or by depositing the funds directly into our bank account.

Type 1 Diabetes Family Centre
BSB: 086 420
ACC No: 27 034 1403
Reference: please include the Authorised Fundraiser's name in the reference description field.

Note that funds raised on our online fundraising platform, *Raisely*, go directly to the Family Centre and do not require the above steps.

Costs and expenses

Please be aware that the Family Centre cannot pay any expenses or costs incurred by you or any third party. In addition, you may not establish a bank or other lending institution account, cash, or loan facility, in the name of or for the benefit of the Family Centre.

Individual receipts

The Family Centre can issue individual receipts for tax deductions to supporters of your fundraiser (i.e. those who have not received a material benefit or advantage in return for their payment, such as raffle tickets or event entry fees). Please provide a list including the name, address, phone number and donation amount if individual receipts are required.

Donations made through the *Raisely* website receive an automatic receipt.

Use of the Family Centre's brand elements

The use of the Type 1 Diabetes Family Centre's brand elements (including the name, logo, images, icons etc) is strictly limited to official Family Centre use. An example of acceptable naming of your event is "Charity Fun Run, proudly supporting the Type 1 Diabetes Family Centre", but not "Family Centre Fun Run".

We can issue you with our 'proudly supporting Type 1 Diabetes Family Centre' logo and approved images on request. Use is limited to communications and materials specifically relating to the fundraising activity and for an agreed period of time, as outlined in the Letter of Authority.

Please note that any copy/design referring to the Family Centre and/or including our 'proudly supporting' logo in correspondence, advertising, publicity or any printed or digital form (including merchandise and apparel) must be approved by the Family Centre prior to production and distribution.

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 the Family Centre.

Indemnity

The Family Centre does not accept any liability whatsoever for any fundraising event or activity conducted by you or any other third party.

Termination

The Family Centre, in its absolute discretion and without any obligation to pay any costs, reserves the right to withdraw its approval of the fundraising event at any time if it appears that there is a likelihood that you will fail to meet the above requirements.

Enquiries

Ph: 08 9446 6446

E: hello@type1familycentre.org.au