



## Telethon 2009 Community Fundraising

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*If you are interested in fundraising for Telethon, please read the information below.*

**THANK YOU** for offering to fundraise for Telethon. Your generosity will assist in providing financial assistance to a significant number of charitable organisations, children's hospitals and research/medical facilities that Telethon supports.

All individuals, groups or organisations who wish to raise money for charitable organisations must hold an authority to fundraise. Therefore, before you commence your fundraising, you will need to obtain an authority to fundraise from Telethon. An application and registration form is attached together with Telethon's terms and conditions for holding a fundraising event or activity. Please carefully read the enclosed terms and conditions. If you accept and agree to them please complete, sign and return the application and registration form to the Telethon office.

Fundraising for Telethon can take place at any time throughout the year however if you would like to organise your fundraising for the Telethon Weekend, please be aware that **registrations for Community Fundraising will close on Monday 14<sup>th</sup> September and re-open on Monday 19<sup>th</sup> October.** The Telethon Weekend will take place on 3<sup>rd</sup> and 4<sup>th</sup> October.

We will send you an email if your fundraising event has been approved. Thank you once again for supporting Telethon and the children of Western Australia.

Kind regards,

Rudi Gracias

General Manager/ Secretary Channel 7 Telethon Trust



## Telethon 2009 Community Fundraising

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### TERMS AND CONDITIONS

#### *Fundraising for Telethon*

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- 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.
- Please note that you will not be 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.

#### *Legal requirements*

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- 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; and 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.



### *Costs of the fundraising event*

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- 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.
- 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 is happy to 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.

### *Liability and insurance*

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- The organisers of the fundraising event or activity are responsible, at their own cost, to ensure that all necessary and sufficient insurance is 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*

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- 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*

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- 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.

### *Disclaimer*

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- 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.



## Telethon 2009 Community Fundraising

### REGISTRATION FORM

Please send this form to the Channel 7 Telethon Trust:

Post: PO Box 50, Tuart Hill WA 6939

Fax: (08) 9344 0837 / Email: [telethon@7perth.com.au](mailto:telethon@7perth.com.au)

**Registrations will close on Monday 14<sup>th</sup> September and re-open on Monday 19<sup>th</sup> October**

#### Fundraising Organiser's details

Name of the organiser: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Please note most correspondence will be done via email.

#### Details of your fundraising

Category (please tick): Company  Individual  Club  School

Name of fundraising: \_\_\_\_\_

Description of fundraising: \_\_\_\_\_

Date of fundraising: \_\_\_\_\_

Location of fundraising: \_\_\_\_\_

Cost of event if applicable: \_\_\_\_\_

Contact: \_\_\_\_\_

Is the fundraising open to the general public? Yes  No

Event type: Ongoing  One off

Amount you aim to raise for Telethon: \$ \_\_\_\_\_

#### Acknowledgment of terms and conditions

Please sign below to acknowledge that you have read the attached terms and conditions to fundraise for Telethon and that you accept and agree to them.

Signature: \_\_\_\_\_ Name (please print clearly): \_\_\_\_\_

Date: \_\_\_\_\_