



Fundraising Agreement



A heartfelt thanks for helping create a better life for every child living with cancer in Australia!

If you have any questions or concern please do not hesitate to contact one of our friendly staff on 1300 662 267

Event Organiser			
Name:			
Address:			
Suburb:	State:	Postcode:	
Contact Number:	Email:		
Event Information			
Type of Fundraiser/Event/Proposal:			
Date:	Event Venue Name:		
Time:			
Venue Address:			
Suburb:	State:	Post Code:	Contact Number:
Details of Fundraiser/Event/Proposal:			
Proposed Involvement required of a Camp Quality Staff Member and/or CQ Representation:			

Terms and Conditions

1. This agreement acknowledges the co-ordination of an event/activity to raise funds for the benefit of Camp Quality.
2. "Fundraiser" means the individual or organisation holding the activity or event in conjunction with or for Camp Quality.
3. Once the Fundraiser agrees to the terms in this agreement then they should sign and return it to Camp Quality. Camp Quality will then send a Sanction Letter, which confirms and authorises the activity/event. You are then able to start fundraising.
4. Fundraisers are not authorised to use Camp Quality as its beneficiary charity until they have received the Sanction Letter, as this safeguards everyone involved.
5. You may fundraise during the approved dates only, and only for the approved event or activity indicated in your Letter of Authority. If you wish to extend, or change any aspect of, your fundraising event or activity you will need to seek additional approval from Camp Quality.
6. The activity/event is the responsibility of the Fundraiser and due to limited resources, Camp Quality are unable to assist in soliciting prizes, organising publicity, or providing goods and services unless agreed to in writing with the Fundraiser.
7. If you are soliciting In Kind goods, asking for free or discounted good and/or services for your sanctioned fundraising event these items should be used for the event/activity intended. If items are not utilised for the event/activity, the item should be donated to Camp Quality.
8. As part of our philosophy of 'fun' we consider telemarketing and door-to-door solicitation to be an invasion of privacy and both are not allowed unless special authorisation is given by Camp Quality.
9. If the Fundraiser wishes to use the Camp Quality logo and or name on any printed materials such as but not limited to; flyers, posters, invites, then an example of the material should be sent to Camp Quality for approval before use.
10. At Camp Quality, we respect the privacy of our children and families. We will look at any requests to involve children and/or their families on an individual basis.
11. It is essential that Fundraisers contact Camp Quality to gain approval before they contact or approach any public personality or celebrity so that we can maximise the opportunity via the Camp Quality network.
12. If the Fundraiser would like a representative of Camp Quality to attend the activity/event, they should notify Camp Quality as early as possible to enable a representative to be available. Please note; not all requests will be able to be met as staff availability is limited.
13. Fundraisers must be aware of their responsibilities under the Charitable Fundraising Act (or equivalent) in their state. Please contact your local Camp Quality office for more details.
14. All monies collected must be witnessed and signed off by a minimum of two people and accurately recorded (by the Fundraiser as outlined by the Charitable Fundraising Act (or equivalent) in your state. This documentation of income and expenses (associated with the fundraising event) must then be presented to Camp Quality. On the completion of the fundraiser Camp Quality will issue a receipt in the name of the activity/event.
15. The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed 40% of gross proceeds or a lower percentage as required by law.
16. Camp Quality is committed to safeguarding the welfare of children and young people. If children are present during the activity/event, the Fundraiser must ensure the safety of child/ren by adequately supervising them and ensuring that there are always two adults present (unless the child's parent/guardian is present). If the Fundraiser is concerned about the safety and welfare of a child they should contact 1800 CQ SAFE (1800 277 233).
17. Camp Quality is registered under the Charitable Fundraising Act. Individual receipts for tax deductions for attendee/supporters of the activity/event will only be issued by Camp Quality if a general donation of \$2.00 or more is made. When the attendee/supporter has given money in return for goods or services, a tax-deductible receipt cannot be issued. Camp Quality cannot issue any receipts until the funds are deposited into the Camp Quality account. As unlikely as it is to happen, Camp Quality reserves its right to withdraw its approval for the activity/event at any time if it appears that the Fundraiser is failing to adhere to any of the above terms and conditions.
18. Fundraisers must be aware that when they represent Camp Quality the following behaviour is expected:

Won't participate in behaviour that threatens or endangers others; Won't use illicit drugs, participate in 'substance abuse' or be intoxicated by any substance while representing Camp Quality at fundraising events; Won't use inappropriate language.

Resources	YES / NO	QTY
Camp Quality Posters		
Camp Quality collections cans and or buckets		
Book marks, stickers and balloons		
Raffle tickets \$2 or \$1 (Book of 100 tickets)		
Camp Quality Banner (For loan only)		
Camp Quality Budget template (highly recommended)		
Other resources (please specify)		
Event Budget		
Estimated Income:	Estimated Expenses:	
Privacy Notice		
<p>Camp Quality Limited collects your personal information to administer our programs, including complying with our legal obligations. We may also collect your 'sensitive information', such as criminal history information obtained through a Police Record Check or Working with Children Check for the same purpose. We also may collect your personal information to promote and communicate with you about our initiatives. . We may disclose your personal information to third parties that provide services to Camp Quality. If you have volunteered as a Companion, we may also disclose your personal information to families to enable them to get to know you. Our Privacy Policy located at www.campquality.org.au/privacy-policy contains information about: (i) how you can access and correct your personal information; and (ii) how to lodge a complaint regarding a breach of the Australian Privacy Principles and how we will handle such a complaint. You may contact our Privacy Officer with any queries via privacyofficer@campquality.org.au, PO Box 400 Epping NSW 1710 or 02 9876 0500.</p>		
Safeguarding Kids		
<p>Camp Quality is fully committed to safeguarding the welfare of all children and young people in our care. We recognise our responsibility to promote best practice and to protect children from harm, abuse and neglect.</p> <p>Do you have any criminal convictions or charges, including child related offences or are you a prohibited person? If "YES" please provide details: Yes / No</p>		
<p>By signing this form you agree that you have completed this truthfully and to the best of your knowledge. You also agree to conduct your activity/event in accordance with the terms and conditions outlined in this agreement.</p> <p>Signature: Date: __/__/__</p>		