

## Conditions of Registration as a Fundraiser

These guidelines provide the basis for a fundraising event to be organised by the Fundraiser on behalf of The Arthritis Foundation of WA. If accepted, by signing and returning the Community Fundraising Proposal and Agreement, these terms and conditions (guidelines) will form the basis of any dealings between The Arthritis Foundation of WA and the Fundraiser in relation to the fundraising event.

1. 'Fundraiser' means the individual or organisation holding the fundraising event on behalf of The Arthritis Foundation of WA. Fundraisers do not represent The Arthritis Foundation of WA but are acting on its behalf to raise funds that will be forwarded to The Arthritis Foundation of WA. Fundraisers must make this clear in all dealings with the public, sponsors and supporters.
2. The fundraising event shall be conducted in the Fundraiser's name and is the sole responsibility of the Fundraiser. The Arthritis Foundation of WA is not able to take a co-ordinating role in all these activities and its Officers cannot assist in soliciting prizes, organising publicity or providing goods or services to assist the Fundraiser in the running of the fundraiser / event.
3. Community fundraisers are not employees or agents of The Arthritis Foundation of WA, nor are they acting in any other representative capacity for The Arthritis Foundation of WA. Fundraisers undertake all fundraising activities on their own behalf and at their own risk. The Arthritis Foundation of WA will not be liable for any injury, damage or loss sustained as a result of any fundraising activities. Fundraisers should note that they are not covered by The Arthritis Foundation of WA's personal or public liability insurance. The Arthritis Foundation of WA is unable to provide public liability insurance cover to Fundraisers or event participants.
4. Any person or organisation fundraising in Western Australia is required by law to have an 'authority to fundraise'. The Arthritis Foundation of WA will send the Fundraiser an 'authorisation letter' confirming The Arthritis Foundation of WA's involvement when:
  - a written and signed application has been received.
  - The Arthritis Foundation of WA is satisfied that the fundraising event will produce a reasonable return after expenses have been deducted.
  - The Arthritis Foundation of WA is satisfied that the fundraising activity fits in with the aims and values of The Arthritis Foundation of WA.

- The Arthritis Foundation of WA is satisfied that the fundraising activity is not high risk.
5. The Fundraiser is not authorised to use The Arthritis Foundation of WA as its beneficiary charity until the Fundraiser has received a 'letter of authorisation' from The Arthritis Foundation of WA.
  6. All funds raised are to be sent directly to The Arthritis Foundation of WA and may not be shared with another charity or any other organisation without prior agreement. If members of the community donate to a fundraising activity which identifies The Arthritis Foundation of WA as the beneficiary it is illegal for the funds to be donated elsewhere. Such funds may be directed to a specific purpose e.g. arthritis research, educational programs, or any other activity funded by The Arthritis Foundation of WA.
  7. The financial aspects, fundraising, raffles, record-keeping and management of the fundraiser / event are entirely the responsibility of the Fundraiser. All costs and debts associated with the fundraising activity are the responsibility of the Fundraiser. The Fundraiser must be prepared to disclose all costs and profit margins in relation to the Fundraiser.
  8. Due to the nature of the organisation and the high ethical standards under which it operates, there are some events with which it cannot be associated. The Arthritis Foundation of WA cannot be involved in any event that seeks sponsors from companies related to the tobacco or alcohol industries. The names of sponsors and products promoted or used must be submitted to The Arthritis Foundation of WA to allow it to ensure that there is no conflict with its health policies and current sponsorship arrangements.
  9. The Arthritis Foundation of WA prohibits registered Fundraisers from collecting from the public through door-to-door knocking, telephone calls, or by soliciting donations in public places.
  10. The Arthritis Foundation of WA's name and logo can only be used as the organisation benefitting from the fundraising activity.
  11. All publicity must clearly state that funds raised will be forwarded to The Arthritis Foundation of WA. All publicity material must be approved by The Arthritis Foundation of WA prior to it being publicly displayed.
  12. If the Fundraiser wishes to refer to or to promote The Arthritis Foundation of WA, it must refer to The Arthritis Foundation of WA as 'The Arthritis Foundation of WA'. The Fundraiser has no right to the name 'The Arthritis Foundation of WA' nor is the Fundraiser given the right to raise funds in that name.

WYLLIE ARTHRITIS CENTRE

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13. The Arthritis Foundation of WA reserves the right to withdraw approval to fundraise should it be necessary to protect the reputation of The Arthritis Foundation of WA. In this situation, fundraising and promotion must cease immediately. The fundraising authorisation and all monies raised must be returned to The Arthritis Foundation of WA within seven days.