

FUNDRAISING GUIDELINES

AUTHORITY TO FUNDRAISE FOR THE HUMOUR FOUNDATION

Prior to organising and conducting a fundraising activity in the name of The Humour Foundation or Clown Doctors™ you must:

- Be 18 years or over;
- Read and agree to be bound by The Humour Foundation's fundraising guidelines (as set out below);
- Ensure that your fundraising activity complies with the fundraising regulations in your state. (To review fundraising regulations relevant to your state, please contact the relevant department within your state government);
- Register your fundraising activity with The Humour Foundation; and obtain our written authorisation to conduct the fundraising activity.

To register your fundraising activity with The Humour Foundation, review the Fundraising Guidelines and call or email The Humour Foundation to obtain a Fundraising Form. 1300 486 687 info@humourfoundation.org.au

FUNDRAISING FOR THE HUMOUR FOUNDATION

- The Fundraiser must be conducted in accordance with all applicable laws.
- Display authorisation letter at the event and when soliciting support (e.g. raffle prizes).
- All aspects of the event including co-ordination, expenses, solicitation of prizes, ticket sales, record keeping and management are the responsibility of the Fundraiser. Assistance from The Humour Foundation may be available upon request.
- The arrangements for the event must be planned with the approval of The Humour Foundation. The Humour Foundation expects the Fundraiser to maintain regular contact and to provide a reasonable level of information about the event.
- Any changes to the details provided in the Fundraising Proposal Form, must be reported to The Humour Foundation prior to the event as a new authorisation letter may be required.
- It is a condition of The Humour Foundation that door-to-door appeals, street collections or telephone solicitations for funds, are not conducted.

FINANCIAL ASPECTS OF THE EVENT

- Any expenditure involved with the conduct of the event and any distribution of funds resulting from it, must be in accordance with all applicable laws and authorised in writing by The Humour Foundation before the event.
- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed 30% of gross proceeds or such lower percentage as required by law.
- **Upon conclusion of the activity or event, all proceeds must be sent to The Humour Foundation within 14 days. This includes ongoing fundraising authorities. This must be accompanied by your authorisation number, a statement of income and expenditure, and copies of receipts for all expenses.**

Please do not send cash through the post.

- Funds may be deposited directly into The Humour Foundation's bank account on request. Please contact us for details.
- If a supporter makes a donation of \$2.00 or more, individual receipts for tax deductions can be issued by The Humour Foundation on request.

If supporters would like receipts, please send in a list (in table format, Microsoft Excel is ideal) including name, address, phone number and donation amount.

- A tax-deductible receipt cannot be issued when the supporter has received goods or services in return for the money given (e.g. the purchasing of raffle tickets/merchandise/event tickets/auction items).

THE USE OF THE HUMOUR FOUNDATION AND CLOWN DOCTOR NAMES AND LOGOS

- The Fundraiser must explain to supporters that funds are being raised for The Humour Foundation and promote this clearly.
- "The Humour Foundation" or "Clown Doctors" must not be included in the event name, for example 'Clown Doctors Ball'. You can however make reference to the cause by using the phrase "proudly supporting The Humour Foundation" or "raising funds for Clown Doctors programs".
- Prior approval must be sought from The Humour Foundation for any printed materials or advertisements associated with the event.
- Prior approval must also be sought from The Humour Foundation for all media materials and releases associated with the event.
- The Humour Foundation or Clown Doctors logos may not be used without permission.

CLOWN DOCTORS, CELEBRITIES AND OTHER REPRESENTATIVES

- A representative from The Humour Foundation may be available to attend your event. Please contact us for further details. While we would like to supply Clown Doctors, it is not always possible as Clown Doctors are needed in hospitals!
- The Fundraiser must not approach celebrities for support, using the name of The Humour Foundation or Clown Doctors, without prior approval.
- The Fundraiser must not approach The Humour Foundation's sponsors/supporters without prior approval