

TERMS & CONDITIONS

COIN BOX FUNDRAISER TERMS & CONDITIONS

A coin box fundraiser is a great way to collect money within your community and raise awareness for Bears of Hope. Coin Boxes collections can be used in conjunction with other community fundraising efforts or as a standalone fundraiser.

Please see below special conditions for coin box collections in fixed locations:

1. When approaching possible businesses to place your coin box at, please show your Authority to Fundraise Form for confirmation of permission granted to fundraise.
2. All businesses must be provided with the Coin Box Introduction Letter to keep and the Contact Information Form to be completed and returned to us for our records (all additional documents provided with your Authority to Fundraise)
3. Placement of coin boxes should be in a high traffic flow area where people tend to use cash/coins instead of credit cards E.g. Bakeries, News Agencies, Post office, Take away shops etc
4. The money must be collected and banked at the end of each month.
5. All money donated in this coin box belongs to Bears Of Hope Pregnancy & Infant Loss Support Inc.
6. You must complete the "Collection Information" form each time you collect/count the money. Ensure you have a witness sign off on each count.
7. The funds must be banked into:
Bank: Westpac Bank
Name: Bears Of Hope Pregnancy & Infant Loss Support Inc
BSB: 032-164
Account Number: 139558
8. Reference: Please leave your Authority to Fundraise number with your deposit
9. You must then email fundraising@bearsofhope.org.au notifying of your deposit
10. Please contact Bears of Hope immediately if a coin box has broken. The broken coin box must be posted back, along with the key and chain, to PO Box 352 Stanhope Gardens NSW 2768.
11. Always keep your key in a secure place. If you lose it please contact us immediately.
12. Please contact us if there are changes to where the coin box is used. E.g. change of business.
13. Coin boxes must be returned in equivalent packaging they were received in to prevent breakages as they are very fragile.

COMMUNITY FUNDRAISING TERMS & CONDITIONS

Please read the below carefully before completing our Community Fundraising Application Form. If you have any questions, please contact us before completing the form.

Authority to Fundraise

Prior to organising and conducting a fundraising activity on behalf of Bears Of Hope Pregnancy & Infant Loss Support (Bears Of Hope) you must:

1. Read and agree to be bound by Bears Of Hope's Terms and Conditions and these Fundraising Guidelines.
2. Be 18 years or over. (Or have parental approval, with adult supervision throughout the fundraising activity.)
3. Not pay anyone to help fundraise on behalf of Bears Of Hope.
4. Complete the Fundraising Application Form and lodge with Bears Of Hope.
5. Obtain our written authorisation to conduct your fundraising activity. (If your fundraiser meets our fundraising guidelines and is in line with our organisation's core values, we will send you an Authority to Fundraise letter and unique fundraising number on our behalf).

Fundraising

1. The Fundraising must be conducted in accordance with all applicable laws in your state. It is the responsibility of the person authorised to fundraise on our behalf ("Fundraiser" or "you") to gain any licences or approvals to operate their fundraising activity from relevant local and state authorities.
2. As a Fundraiser, it is important to provide a safe environment, free from hazards that may cause injury or illness. You are responsible for ensuring that your event or activity is safe and legal. The Fundraiser verifies that they are in proper physical and mental condition to organise and run the fundraising event and acknowledge that they are aware of the risks involved and voluntarily agree to assume those risks.
3. Bears Of Hope reserves the right to refuse authority for events that are deemed dangerous or risky.

Fundraising Cont.

4. Any authorised persons under the age of 18 must comply with relevant state laws in regards to children volunteering.
5. Please clearly display the fundraising authorisation letter at your event and also produce it when seeking support (e.g. raffle or auction prizes and donations).
6. You are responsible for the coordination of your event, for example, ticket sales, insurance or the seeking of prizes. All expenses, record keeping and management are the responsibility of the Authorised Fundraiser.
7. All arrangements for the event must be planned with the approval of Bears Of Hope.
8. Bears Of Hope expects the Fundraiser to maintain regular contact and to provide a reasonable level of information about the event.
9. Any changes to the details provided in the Fundraising Application Form, must be reported to Bears Of Hope prior to the event, as a new authorisation letter may be required.
10. Your Fundraising is not an official Bears of Hope activity, but rather a personal activity to raise funds for Bears of Hope. As the Fundraiser, you must make it clear that you are not representing Bears of Hope. You can explain that you are generously raising funds for Bears of Hope.
11. No door-to-door appeals, street collections or telephone requests for funds are to be conducted.
12. We reserve the right to refuse or cancel at any time the permitting of a fundraising authority if we believe it is not in the best interests of the individual or Bears Of Hope.
13. Any person who undertakes a fundraising activity on behalf of Bears Of Hope without authorisation by Bears Of Hope, is acting outside of the law and can be prosecuted

Financial Management

1. Any expenditure involved with the event and any distribution of funds resulting from it, must be in accordance with all applicable state laws and authorised in writing by Bears Of Hope before the event.
2. The person authorised to fundraise is responsible for payment of all expenses in relation to the agreed fundraising activity. The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed 40% of gross proceeds or such lower percentage as required by law.
3. **All proceeds / funds raised are to be banked into the Bears Of Hope fundraising account within 7 days of the conclusion of the event** (Do not send cash through the post). Do not deduct expenses before your payment is made - expenses are reimbursed after your funds have been banked. Bank details are provided below. You must leave your authority number as reference. No money is to be donated directly to an online fundraising page or used to purchase items before it is banked into our account first.
4. A statement of the breakdown of income and expenditure and copies of receipts for all expenses must be forwarded within 7 days to fundraising@bears of hope.org.au
5. All approved expenses will be reimbursed once your payment has cleared and all receipts and paperwork have been issued.
6. We have Tax Deductible Gift Recipient status which means all monetary donations received (\$2 and over) for no goods in return can be receipted for taxation purposes. Please let us know if you need the Taxable Donations Form in your application.
7. Tax Deductible Donations of \$2 and above received - Once your total funds have been banked into the account, please email fundraising@bears of hope.org.au with the list of any donators including name, address, phone number and donation amount and we will directly issue them with a receipt. Please note a tax receipt cannot be issued when the supporter has received goods or services in return for the money given (eg. The purchasing of raffle tickets/ bears/packages/auction items, etc.)
8. Community fundraisers are not authorised to personally deposit any funds received into their personal bank account. An account with 2 signatories can be opened for the purpose of fundraising. Once you receive an authority to raise funds for Bears Of Hope, any funds raised using our name must be deposited in whole into one of our approved bank account options.

DEPOSIT DETAILS

Bank: Westpac Bank

Name: Bears Of Hope Pregnancy & Infant Loss Support Inc

BSB: 032-164

Account Number: 139558

Reference: Please leave your fundraising authority number as reference

9. All cash received at your event must be kept in a secure/lockable cash box, under the supervision of the authorised fundraiser, or allocated supervisor at all times.
10. Coin Box collections at events are required to be supervised by the authorised fundraiser or allocated supervisor during the event.
11. Bears Of Hope will follow up with the law if a fundraiser does not deposit their (total) fundraising money into our account within the stated period and refuses to return emails or phone calls.
4. Prior approval must be received from Bears Of Hope for any printed materials or advertisements associated with the event including Facebook advertisements.
5. Prior approval must also be received from Bears Of Hope for all media materials and releases associated with the event.
6. Fundraisers can speak to the media about their fundraiser, but are not permitted to speak on behalf of Bears of Hope

Our Name & Logo

1. The Fundraiser must explain and promote clearly to supporters that funds are being raised for Bears Of Hope.
2. The name "Bears Of Hope Pregnancy & Infant Loss Support" or "Bears Of Hope" must not be included in the event name, for example "Baby Smith and Bears Of Hope Trivia Night" or "Bears Of Hope Raffle". You may make reference to our cause by using the phrase "proudly supporting Bears Of Hope" or "raising funds for Bears Of Hope".
3. The Bears Of Hope logo is a valuable brand. Any use of the logo must be approved by Bears Of Hope prior to use. Bears Of Hope logos may not be used without permission. Please include in your application if you wish to use our logo and how it will be used.
1. A representative from Bears Of Hope may be available to attend your event. While we would like to attend every fundraising event it is not always possible, due to limited staff and prior engagements. Please contact us for further details.
2. The Fundraiser must not approach celebrities for support, using the name Bears Of Hope Pregnancy & Infant Loss, without prior approval
3. The Fundraiser must not approach Bears Of Hope's sponsors/supporters without prior approval from the committee.
4. The Fundraiser must not approach the head office of a company for prizes or sponsorship without contacting Bears Of Hope first. This is due to a few reasons including that the business may already sponsor us at our major events.

Resources

1. Bears Of Hope can provide resources for your event including coin boxes, posters, donation envelopes, balloons, bears, banners and brochures. Please let us know what you would like to receive and how many of each, in your application form.
2. All resources must be returned with 7 days of the completion of the fundraiser. You must retain your receipt for proof of postage. Any items not received by Bears Of Hope will impede on finalising your fundraiser and may be invoiced to you and outstanding debts chased.
3. Balloon Releases - Bears Of Hope does not authorise balloon releases of our balloons. Please get in touch with us for further information or other suggestions for your event.

Public Liability Insurance

Bears Of Hope does not have Public Liability Insurance for third party fundraising which means you will need to arrange this cover for your event. Public liability insurance protects you in the event it causes injury to someone, or damage to third party property, due to your negligence. This could be, for example, someone tripping over cords, or damage caused to a building you held the event in. While arranging public liability insurance can seem like a burden (you can also look at fundraising to cover this

cost) it can save you thousands in the event of a claim being made. If you are unsure as to whether you will need this cover for your event, please get in touch with us.

Disclaimer

The Fundraiser agrees to release Bears Of Hope to the fullest extent permissible under law for all claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person or property, whether caused by negligence or otherwise. Bears Of Hope reserves its right to terminate the agreement relating to the Event at any time if it appears that the Fundraiser is failing to adhere to any of the terms and conditions. If you have any questions concerning these guidelines, or fundraising for Bears Of Hope in general, please contact us using the details below.

CONTACT US

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For further Information

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