

FUNDRAISING PROCEDURE

The Little Heroes Foundation abides by the Collections for Charitable Purposes Act 1939.

Any person, organisation or group fundraising in the name of the Little Heroes Foundation will be required to accept the following guidelines and register their fundraising event or activity with the Little Heroes Foundation.

These guidelines provide the basis for a fundraiser / event to be organised on behalf of the Little Heroes Foundation if the proposed fundraiser / event is accepted by the foundation prior to commencing fundraising.

By signing and returning the following page, along with your fundraising application form, the following terms and conditions will form the foundation of any dealings between the Little Heroes Foundation and the fundraiser in relation to the fundraising event.

Fundraising approvals are to support the Little Heroes Foundation in its objectives. Approval of a fundraiser does not include naming rights to an event.

Approved Fundraising Events

1. If approved for your fundraising, notification will be sent in writing. The Little Heroes Foundation will keep a register of events for completion and sign-off purposes.
2. Any person or organisation fundraising on behalf of the Little Heroes Foundation must have an "Authority to Fundraise" letter. The Foundation will send an authorised document on Foundation letterhead confirming our involvement.
3. The arrangements for the fundraiser/event should be planned with the approval of the Little Heroes Foundation. The Foundation expects a reasonable level of regular liaison and information about the fundraiser/event.
4. Events / fundraising are the responsibility of the approved fundraiser. The Little Heroes Foundation will provide advice but cannot coordinate the event.

Promotion of fundraiser / event

If the fundraiser / event coordinator would like to use the Foundations name or logo on any written materials, promotional materials or products, prior permission must be obtained from the Little Heroes Foundation. If permission is granted, the Foundation will provide materials as requested (within reason) for use. Permission for logo usage will be subject to terms and conditions negotiated between the Foundation and the fundraiser, in particular when the use of the Foundations logo is for marketing activities of an organisation and a minimum donation amount may have to be guaranteed.

Any media or press releases relating to the fundraiser / event must be approved by the Little Heroes Foundation before they are distributed / circulated. We are always happy to talk about any ideas you may have.

If the fundraiser would like to refer to or promote the Little Heroes Foundation, it is allowed however the fundraiser has no right to the name "Little Heroes Foundation".

Reporting Requirements

The approved fundraiser will be required to:

1. Provide the MMF with an accurate record of the income and expenses associated with your fundraiser within 4 weeks of the fundraiser/event. This must list all receipts and expenses in relation to this event.
2. Keep accurate financial records, including retaining any receipts and / or invoices.
3. An approved fundraiser does not have the right to use the name "Little Heroes Foundation and are not permitted to raise funds in either of those names. Approved fundraisers may call it an event / fundraiser supporting the "Little Heroes Foundation".
4. The fundraiser/event must meet requirements of relevant laws and regulations. Please phone the Little Heroes Foundation office if you need direction or guidance in this area.
5. The information you give the Little Heroes Foundation will be available to the Office of Liquor & Gambling Commissioner on request.

Record Keeping, Receipts and Banking

The Little Heroes Foundation can provide official receipts for approved events. Tax deductible receipts can only be issued to people donating over \$2 or more. Receipt books must be returned, whether completely or partially used, to the Foundation within four weeks of the fundraiser/event's conclusion, along with any ID badges.

A receipt will be posted once the following items have been returned to the Little Heroes Foundation:

1. Amount raised
2. Income & Expenses statement
3. Receipt books
4. Unused raffle tickets

If the fundraising / event will include a raffle and the total of prizes offered does not exceed \$5,000, the Little Heroes Foundation can provide you with standard raffle tickets. The total value of prizes offered in the raffle must be a minimum of 20% of the total face value of all the tickets for sale in the raffle.

The following items are not tax deductible:

1. Raffle ticket purchases
2. Goods or Services purchased (auction or otherwise)

If a receipt book cannot be located, a signed statutory declaration stating that it has been lost must be provided by the Event Coordinator.

Our compliance with legal issues, such as those surrounding receipts, ensures our continued permission to fundraise, so we thank you for helping us in this way. Please remember that the fundraiser/event will be held to raise funds for non-tax deductible contribution, of the net proceeds of a fundraising activity, made to the Little Heroes Foundation.

Other Information

If your fundraiser / event will be undertaken in a public park, Local Government / Council permission is necessary. Permission from Centre Management is also necessary if your fundraiser / event will be held in a shopping centre. The Little Heroes Foundation can assist with this process.

If you would like a Little Heroes Foundation representative at your event, please contact us at least 1 month prior to the fundraiser / event. In some cases, a representative from the Foundation may not be available.

If you have any queries about your application please contact the Events & Fundraising Coordinator on 8161 6025 or email sarah@littleheroesfoundation.com.au

Events / Fundraising / Donation of Goods & Services Application / Agreement

Event / Fundraising / Donation Information

Name of Event Manager: _____

Name of Business / Organisation: _____

Address: _____

Phone (w) _____ (m) _____ (h) _____

Email: _____

Event name: _____

Event type: _____

Event date: _____

Event time: _____

Venue: _____

Details of Event: _____

Will you be advertising or promoting this event? (If yes, please supply details):

Do you require use of any of the Little Heroes Foundation's promotional material (please tick):

- Logo Banner Collection tin Brochures
 Receipt book

If deemed by the Foundation as a larger scale event, do you require any of the following?

- Auction items Auctioneer Guest Speaker Staff

Events /Fundraising/Donation of Goods & Services Application / Agreement (continued)

Event and / or Fundraising concept overview:

Outcomes for Little Heroes Foundation and/or your business / club:

Estimated total income of the event / fundraiser: _____

Estimated expenses associated with the event / fundraiser: _____

Estimated % of funds to benefit your business / club: _____

Estimated % of funds to benefit the Little Heroes Foundation: _____

Will any other charity / organisation be a recipient of proceeds from the event / fundraiser? (If yes, please supply details):

ACCEPTANCE OF AGREEMENT

I have read and understand the Little Heroes Foundation's fundraising guidelines and understand the content. I agree to conduct the event / fundraiser in accordance with these guidelines. I understand I cannot claim for any damages or injury incurred as a result of this fundraising event.

I understand that the Little Heroes Foundation may withdraw approval of this event / fundraiser at any time should the event / fundraiser or the event / fundraiser coordinators fail to abide by the Little Heroes Foundation's fundraising guidelines. I agree that the Little Heroes Foundation, its staff or volunteers will not be held responsible for any loss or damage that occurs as a direct or indirect result of the event / fundraiser.

Signature: _____ Date: _____ Signature: _____

Print Name: _____ Date: _____ Print Name: _____

The Little Heroes Foundation will contact you regarding your concept and work with you to build a successful event / fundraiser if your application is accepted.