



**Thank you for your interest in fundraising for the Mother's Day Classic Foundation! Your incredible support will help us fund life-saving breast cancer research.**

**Upon approval of your application, we will issue an 'Authority to Fundraise' letter and you can start organising your fundraising event or activity.**

### **Your application**

Approval can take between 5-7 working days.

### **We will approve applications when:**

- We have sufficient information
- The application aligns to these guidelines
- It doesn't involve unnecessary risk
- It will provide reasonable returns

### **Who to contact**

If you have any queries or concerns, please email the fundraising team:

[fundraising@mothersdayclassic.com.au](mailto:fundraising@mothersdayclassic.com.au)



# Responsibilities and Expectations

## Who is a Mother's Day Classic fundraiser?

A Mother's Day Classic fundraiser can be a person, contact or organisation responsible for running the proposed event or activity. This activity should not proceed until the Mother's Day Classic has issued an 'Authority to Fundraise'.

## Responsibilities of a fundraiser

It is the approved fundraiser's responsibility to:

- Not undertake any door-to-door, street sales or telephone-based approaches for donations to be made in connection to any activity
- Co-ordinate and manage the activity, associated licences, required insurances, publicity, prizes, volunteers and personnel
- Assume full responsibility for appropriately managing the activity and that the event is conducted and promoted in the organiser's name
- Accept and is responsible for minimising the risk associated with the fundraiser and is responsible for the safety of the event, volunteers, personnel and that it has the minimum level of liability cover
- Arrange their own public liability insurance specific to the activity and indemnifies Mother's Day Classic against any liability in relation to the conduct of the activity
- Disclose any prior or current criminal convictions before approval is awarded
- Ensure children under the age of 16 collecting, handling or managing funds are under the supervision of a responsible adult over the age of 18 years.

## Financial Responsibilities

It is the approved fundraiser's responsibility to:

- Seek the required permits relating to activities such as lotteries, raffles, auctions etc.
- Collect, hold all funds collected in a secure environment and reconcile the funds relating to any fundraising activity
- Aim to maintain costs at no more than 40% of the total income
- Pay any invoices relating to your expenses that are not addressed to Mother's Day Classic Foundation
- Provide all funds to the Mother's Day Classic within 14 days of the expiry of the 'Authority to Fundraise'.

## Legal Responsibilities:

It is the approved fundraiser's responsibility to:

- Comply with the all relevant Federal and State Laws
- Organise insurance requirements e.g. public liability cover
- Indemnify Mother's Day Classic Foundation from and against any claims for injuries/ damage arising at or as a result of the event
- Obtain other licences required e.g. local council approvals
- Ensure the event is recognised as being run to support the Mother's Day Classic and therefore properly account for all income/expenses incurred
- Understand that information supplied to Mother's Day Classic will also be supplied to relevant government agencies in your state upon request
- Understand that if the registered fundraiser has not raised any funds in over a year, the fundraising authority will be ceased, and all promotion associated with the activity must be ceased.

## COMPLYING WITH STATE LAWS

**ACT:** Access Canberra – [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au) and ACT Gambling and Racing Commission (for raffles and gaming) – [www.gamblingandracing.act.gov.au](http://www.gamblingandracing.act.gov.au)

**NSW:** Office of Liquor, Gaming and Racing – [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au)

**SA:** Consumer and Business Services - <https://www.cbs.sa.gov.au/>

**QLD:** Office of Fair Trading – [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au) and Office of Liquor and Gaming Regulation <https://www.justice.qld.gov.au/about-us/services/liquor-gaming>

**TAS:** The Liquor and Gaming Branch, Tasmanian Gaming Commission – [www.gaming.tas.gov.au](http://www.gaming.tas.gov.au)

**VIC:** Victorian Commission for Gambling Regulation, Minor Gaming Unit – [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au)

**WA:** The Department of Racing, Gaming and Liquor – [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

**NT:** Gambling and racing division of NT Government - <https://nt.gov.au/industry/gambling>

# Working with Mother's Day Classic

## Mother's Day Classic cannot assist with:

- Provision of any Mother's Day Classic database for promotion or marketing purposes
- Promotion of sales/events through Mother's Day Classic social media channels
- Prizes for your events including auctions, raffles, competitions etc.
- Applying for relevant permits, licences or insurance covers related to third party activities
- Staffing events/activities
- Sale of tickets, products or services
- Reimbursement of event related expenses
- Financial contributions to any event related promotional materials/equipment.

## Is it ok to approach Mother's Day Classic supporters and partners for involvement in the event?

No, Mother's Day Classic has many corporate partners and sponsors that support the Foundation. As these companies are already very generous supporters of the Foundation and are approached frequently throughout the year, we ask that you do not approach any company listed on the Mother's Day Classic website.

## After the event

### What do I do once my activity has finished?

- Complete the '[Community Fundraising Reconciliation](#)' form
- Transfer the funds to the Mother's Day Classic within 14 days of the completion of the activity
- Return any used/unused receipt books.

### Acknowledgement of your contribution

Once the funds are received, Mother's Day Classic can issue a 'proceeds of fundraising' letter.

### Tax-deductible and non-tax-deductible receipts

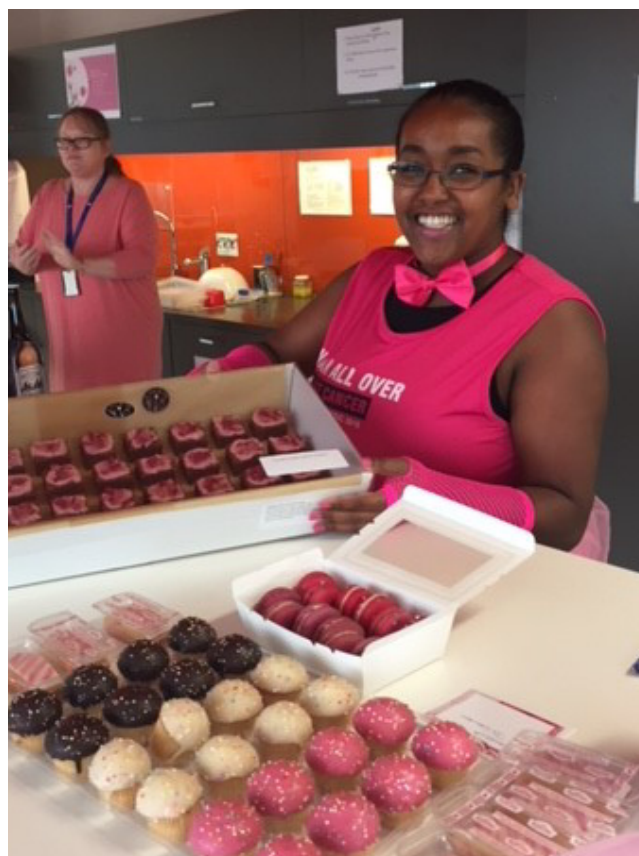
The issuing of tax-deductible receipts is based on the conditions outlined by the Australian Taxation Office (ATO). In summary:

- Tax-deductible receipts may be issued when donations are voluntary with no conditions attached. There are also some circumstances where a tax-deductible receipt may be issued if the price paid for items such as entry tickets or auction items far exceeds the actual value.
- Tax receipts are not issued when a payment results in the receipt of a good/service or the donation is not deemed to be unconditional e.g. recognition of sponsorship as this is not classed as a donation or a gift.

Please refer to the ATO for further information on tax related matters [www.ato.gov.au](http://www.ato.gov.au)

### Mother's Day Classic Foundation Receipts

- Donations above \$2 are tax-deductible
- All receipt books used and unused must be returned to Mother's Day Classic head office
- You will receive a letter of acknowledgement and a 'proceeds of fundraising' letter. This is not a tax-deductible receipt.



# Community fundraising T&Cs

## By agreeing to these guidelines you acknowledge that:

- 1.** You have read the Fundraising Guidelines and understand the time and commitment required to organise a Mother's Day Classic community fundraising activity.
- 2.** You agree to follow the responsibilities and expectations set in the Mother's Day Classic Fundraising Guidelines.
  - These include but are not limited to; seeking the required permits relating to activities such as lotteries, raffles, auctions etc.
  - Collect, hold all funds collected from your activity in a secure environment and reconcile the funds relating to any fundraising activity.
  - Aim to maintain costs at no more than 40% of the total income. Pay all invoices relating to your activity expenses.
  - Provide all funds raised through your activity to the Mother's Day Classic within 14 days of the expiry of the 'Authority to Fundraise'
  - and that your fundraising activity and The Mother's Day Classic will not be involved in any event that promotes smoking/tobacco products, fast food, alcohol or gambling.
- 3.** You acknowledge that Mother's Day Classic Foundation may, in our sole discretion ask you (a community fundraiser) to undergo a police check and/or a working with children check.
- 4.** You agree that the Mother's Day Classic Foundation may withdraw consent to you the 'community fundraiser' the and/or your fundraising activity in its absolute discretion at any time if it considers it necessary to protect the reputation of the Mother's Day Classic.

Mother's Day Classic Foundation is not required to provide reasons for its decision. If consent is withdrawn, all fundraising, promotion of the event and use of the Mother's Day Classic Logos must cease immediately. The authority to fundraising letter of consent and all monies raised must be provided back to Mother's Day Classic Foundation within seven days of the 'community fundraiser' being notified of that consent has been withdrawn.

- 5.** You accept the guidelines of the Mother's Day Classic logo. Publicity for the event, product or service cannot proceed using the name of the Mother's Day Classic without the organiser/organisation first obtaining approval from Mother's Day Classic Foundation. Upon approval, the organisation/individual is entitled to use the name and logo of the foundation; in the promotion of the event in ways discussed with Mother's Day Classic Foundation. Please do not obtain the logo from our website, a copy will be sent via email when requested. All artwork using the logo must be approved by the Mother's Day Classic Foundation before using and the logo cannot be used on items of clothing.

# Request an authority to fundraise

Thank you for deciding to hold an activity or event to raise funds for the Mother's Day Classic. To request an authority to fundraise letter, please fill out this form and return it to [fundraising@mothersdayclassic.com.au](mailto:fundraising@mothersdayclassic.com.au).

Alternatively, you can fill out our online form here: [www.mothersdayclassic.com.au/authori-ty-to-fundraise](http://www.mothersdayclassic.com.au/authori-ty-to-fundraise)

**FIRST NAME**

**LAST NAME**

**EMAIL**

**COMPANY (OPTIONAL)**

**ADDRESS**

**STATE**

**POSTCODE**

**DETAIL OF YOUR FUNDRAISING ACTIVITY (What it is and where it will be held)**

**DATE OF FUNDRAISING ACTIVITY (Approximate date or date range)**

By signing, you agree that you have read and agree to the Fundraising Terms and Conditions outlined in this document.

**SIGNATURE**

# Community Fundraising Reconciliation Form

Please complete and return this form to [fundraising@mothersdayclassic.com.au](mailto:fundraising@mothersdayclassic.com.au).

Alternatively, you can fill out our online form our online here: [www.mothersdayclassic.com.au/community-fundraising-reconciliation](http://www.mothersdayclassic.com.au/community-fundraising-reconciliation)

<b>FIRST NAME</b>	<b>LAST NAME</b>
<input type="text"/>	<input type="text"/>
<b>PHONE</b>	
<input type="text"/>	
<b>ADDRESS</b>	
<input type="text"/>	
<b>STATE</b>	<b>POSTCODE</b>
<input type="text"/>	<input type="text"/>
<b>DATE OF ACTIVITY/EVENT</b>	<b>LOCATION OF ACTIVITY/EVENT</b>
<input type="text"/>	<input type="text"/>
<b>AMOUNT RAISED</b>	<b>TYPE OF EVENT (i.e. raffle, bake sale etc.)</b>
<input type="text"/>	<input type="text"/>

## BANKING FUNDS OPTIONS

You can transfer the funds to Mother's Day Classic in the following ways:

1. (Preferred option) Deposit or transfer funds to MDC account (local Westpac branch) and either email your deposit slip with this form or note the online banking reference number below. **Account: MDC Foundation Limited BSB: 033 002 Account no. : 907 600**

Online banking reference/receipt number \_\_\_\_\_

2. Send a cheque or money order payable to MDC Foundation Limited (ABN 16 179 157 565) to: Mother's Day Classic - Level 23, 150 Lonsdale St, Melbourne VIC 3000

## ONLINE FUNDRAISING

Do you want this fundraising amount to be added to your online fundraising page?

yes ☐ no ☐

If yes, please provide the name of your online fundraising page

**SIGNATURE**

**DATE**

\_\_\_\_\_

\_\_\_\_\_