

Fundraising Agreement

Version 3: Updated January 2024

Thank you for choosing to fundraise for The Zahra Foundation (TZF).

Fundraising events and activities that are organised by the community and individuals not only contribute greatly to TZF's ability to deliver programs and services to support women, but also generate awareness of domestic abuse which is an important part of creating change.

TZF provides support, services and advocacy to enable women and their children experiencing domestic abuse to claim their right to live free from violence and abuse within respectful relationships and in safe communities.

We support families with the tools to become financially empowered so that they can achieve the best possible life outcomes that they so deserve. This cannot be achieved without the kind and generous support provided by the business sector, wider community and individual members within our community.

This fundraising pack will provide you with all the information you require to register and run a fundraising event or activity supporting TZF. Your continued support is greatly appreciated and provides women and children a sense of belonging and hope for a safer future.

We wish you luck in your fundraising and on behalf of TZF and the women and children that participate in our programs - we thank you!



Agreement to Fundraise:

Please complete a form for each fundraising event you wish to hold.

Fundraising organiser contact details:

Your Name: _____ Title: Mr/Mrs/Ms/Dr _____

Name of Community/Company/Group [if applicable]:

Position Held by Event Coordinator:

Contact Details:

Phone: _____ Email: _____

Address: _____ Suburb: _____

State: _____ Postcode: _____

Fundraising organiser contact details:

Name of Event: _____

Brief description of fundraising activity/event including date, venue and venue address:

How will funds be raised:

Estimated donation:

Yes, I/We understand the Terms and Conditions under which any fundraising activities/events benefitting TZF need to operate. I/We will ensure that TZF representatives are informed of the development of any fundraising concepts and approve promotional material or media releases citing TZF as the beneficiary.

I/We have read the TZF Fundraising Terms and Conditions and offer to hold my fundraising activity/event in accordance with these rules. I/We understand my/our obligations with regards to sending the proceeds raised to TZF within 14 days of the conclusion of the activity/event.

I/We, _____ agree to conduct my/our activity/event _____ in a manner which upholds TZF integrity, professionalism and values. I/We agree to inform TZF if the details of my/our activity deviate from those stated on this Agreement to Fundraise Form.

Signed:

Date:

The Zahra Foundation Support Form:

Please complete a form for each fundraising event you wish to hold.

The Zahra Foundation may be able to assist you to reach your fundraising activities by supplying items for you to use (subject to availability).

Please indicate if you require the following:

Use of TZF logo (electronic)

TZF Brochures

TZF Banner/signage

TZF staff member to speak at event

Statement of income and expenditure template (electronic)

Post on TZF website/Facebook/Twitter

Donations:

To donate directly to TZF please follow this link www.zahrafoundation.org.au

How to submit your Fundraising Agreement:

Please fill out the Agreement to Fundraise and TZF Support Form and return to TZF via:

Email: partnerships@zahrafoundation.org.au

Post: The Zahra Foundation
PO Box 3082
HILTON PLAZA SA 5033

For further information, please contact our General Manager on the details below:

Phone: 8352 1889

Email: partnerships@zahrafoundation.org.au

Thank you

Thank you for your support. We are sure that you will enjoy fundraising for TZF and sharing in the ability to make life better for those women and children affected by domestic and family violence.

Fundraising Terms and Conditions:

Legislation is in place to govern the conduct of fundraising. Anyone wishing to raise money for TZF must hold an Authority to Fundraise Letter issued by TZF.

Before commencing your fundraising for TZF, your fundraising activity/event must be authorised. All individuals, groups or organisations who wish to fundraise must register the activity/event with us, whatever the size of the event or the type of donation (cash or in-kind). The Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of TZF. We need you to read the guidelines, then complete, sign and send back the "Agreement to Fundraise" to us.

Fundraising for TZF

Due to our limited resources, TZF is not able to take an operational role in your activities, such as assistance with ticket sales or soliciting prizes. All requirements; including the financial aspects, record keeping and management of the event(s) must be conducted in the fundraisers name and are the responsibility of the fundraiser.

The fundraiser's arrangements for each activity/event must be planned with the approval of TZF. We request and expect that the activity/event planned promotes respect, equity and the values and principles that inform the work of TZF. Fundraisers are required to liaise and inform TZF of the type of activity/event they wish to hold.

Any changes made from the original details provided on the Agreement to Fundraise Form must be reported to TZF.

As a non for profit organisation with high ethical standards under which TZF operate there are some activities that TZF cannot be associated with. Please consider and consult with TZF prior to planning your activity/event.

Financial aspects of each activity/event

Any expenditure involved to conduct your activity/event must be properly authorised by TZF prior to purchase. The fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the activity/event.

The Charitable Fundraising Act state this as expenses not exceeding 40% of the gross proceeds.

Individual receipts for tax deductions for supporters of the Event can be issued by TZF if that supporter makes a donation of \$2 or more to TZF. If supporters would like receipts, please send a list including name, email address and phone number and donation amount. If the total of individual receipts exceeds 10 individuals, please provide TZF an electronic version of your register.

When the supporter has received goods or services in return for money given, e.g. ticket purchases, entry to a raffle or auction prizes, a tax-deductible receipt cannot be issued.

For donated goods and services TZF requires correspondence from the company or individual stating the donated value of goods or services to the activity/event. Accurate records of the donors details assist TZF with financial reporting.

A template is available from TZF to assist you with capturing this information.

The proceeds of the activity/event, the Authority to Fundraise Letter, and a statement of income and expenditure, together with copies of receipts for all expenditure, are to be sent to TZF within 14 days of the conclusion of the activity/event.

Proceeds from your fundraising activity/event will form a non-deductible donation to TZF.

Monies can be forwarded to TZF by various means:

- Cheques are payable to The Zahra Foundation, PO Box 3082, Hilton Plaza Adelaide, SA, 5033
- Funds can be transferred electronically to Beyond Bank Australia:

Account: Zahra Foundation Australia

BSB: 325185

Account Number: 03602976

Please specify your name and fundraising activity/event when sending in any payments.

The use of TZF name and logo

The fundraiser has no right to the names The Zahra Foundation or TZF, nor is the fundraiser given the right to raise funds in those names. This means you cannot call your event a TZF event, e.g. a TZF Trivia Night. However, you can call it an event supporting TZF. Recommended wording would be, "this event proudly supports The Zahra Foundation" or "funds raised will assist The Zahra Foundation".

Any printed materials or advertisements to be used by the fundraiser in relation to the activity/event must be submitted to TZF for approval and must state that the proceeds from the activity/event are to benefit TZF e.g. "all proceeds from this event" or "all proceeds from this auction". Please allow 10 working days for approval of your material.

If the fundraiser wishes to use the TZF logo on any materials or products, the fundraiser must obtain prior to permission form TZF. Please contact TZF for the provision of the logo.

TZF does not encourage the use of women and children in events or in the media in any way that would compromise their safety and confidentiality. Should you want to include stories or testimonials in your promotional material please contact our Fundraising Coordinator.

Media and Publications

All communication with media must be approved by TZF prior to circulation. Please allow 10 working days for approval.

TZF Representatives

A TZF Representative can be arranged to attend your event depending on availability. At least 3 weeks notice is required.

Permits and Licenses

Some activities require permits e.g. raffles where the total prize pool is over a certain amount. Permits are also required by councils and shopping centres for outdoor events.

When hosting your own event, it is the fundraisers responsibility to make contact with the applicable authorities to ensure all laws being adhered to.

Liability

All aspects of the activity/event, including financial, public liability and public safety are the responsibility of the fundraiser. The fundraiser agrees to release TZF to the fullest extent permissible under the law for all claims, except where such liability arises because of the negligence of TZF or its agents. Therefore please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

Thanking sponsors

To complete the fundraising cycle, thank you letters and certificates must be sent out to those who have kindly donated their time, venue, product and/or money.

Please provide the following details to TZF by email, and we will organise for thank you certificates to be distributed to your supporters.

Organisation, Name, What the donated to assist your fundraising efforts (*if money please specify amount*), Mailing Address.

The thank you certificate is specific to your event, and contains limited information. If you wish to compose your own letter to accompany the certificate, please email that also to:

partnerships@zahrafoundation.org.au.