



Fundraising Agreement

PO Box 3082
Hilton Plaza SA 5031

p. 8352 1889
f. 0401 502 165

admin@zahrafoundation.org.au
zahrafoundation.org.au



Welcome

Thank you for choosing to fundraise for Zahra Foundation Australia (ZFA).

Events and activities that are organized by the community and individuals contribute greatly to ZFA's ability to deliver programs and services to women and children to support them in their journey towards a safe and stable future which is free of violence.

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

We are proud to support families to connect with communities and live safely in those communities to 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 individuals 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 ZFA. Your continued support is greatly appreciated and provides women and children a sense of belonging and hope for a safer future for themselves and their children.

We wish you luck in your fundraising and on behalf of ZFA and the women and children 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: _____

Address: _____ Suburb: _____ State: _____ Postcode: _____

Proposed fundraising activity/event

Name of Event: _____

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

How will funds be raised:

Estimated donation: _____

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

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

I _____ agree to conduct my activity/event _____

in a manner which upholds ZFA integrity, professionalism and values. I agree to inform ZFA if the details of my activity deviate from those stated on this Agreement to Fundraise Form.

Signed; _____ Date: _____



Zahra Foundation Australia Support Form

Zahra Foundation Australia 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 ZFA logo (electronic)
- ZFA Brochures
- ZFA Banner/signage
- ZFA staff member to speak at event
- Statement of income and expenditure template (electronic)
- Post on ZFA website/Facebook/Twitter

Everyday Hero

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

To create your own page please visit Everyday Hero, it's quick and easy and costs nothing to set up.

Please return the completed *Agreement to fundraise* and *ZFA Support Form* to ZFA via:

Email: admin@zahrafoundation.org.au

Post: Zahra Foundation Australia
PO Box 3082
Hilton Plaza SA 5033

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

Kylie O'Callaghan

Phone: 8352 1889 or 0401502165

Email: admin@zahrafoundation.org.au



Fundraising terms and condition

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

Before commencing your fundraising for ZFA, 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 ZFA. We need you to read the guidelines, then complete, sign and send back the "Agreement to Fundraise" to us.

Fundraising for ZFA

Due to our limited resources, ZFA 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 ZFA. We request and expect that the activity/event planned promotes respect, equity and the values and principles that inform the work of ZFA. Fundraisers are required to liaise and inform ZFA of the type of activity/event that wish to hold.

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

As a non for profit organisation with high ethical standards under which ZFA operate there are

some activities that ZFA cannot be associated with. Please consider and consult with ZFA 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 ZFA 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 ZFA if that supporter makes a donation of \$2 or more to ZFA. If supporters would like receipts, please send a list including name, address and phone number and donation amount. If the total of individual receipts exceeds 10 individuals, please provide ZFA 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 ZFA requires correspondence form the company or individual stating the donated value of goods or services to the activity/event. Accurate records of the donors' details assist ZFA with financial reporting.

A template is available from ZFA 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 ZFA within 14 days of the conclusion of the activity/event.

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

Monies can be forwarded to ZFA by various means:

- Cheques are payable to Zahra Foundation Australia, PO Box 79 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 ZFA name and logo

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

Any printed materials or advertisements to be used by the fundraiser in relation to the activity/event must be submitted to ZFA for approval and must state that the proceeds from the activity/event are to benefit ZFA 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 ZFA logo on any materials or products, the fundraiser must obtain prior to permission form ZFA. Please contact ZFA for the provision of the logo.

ZFA 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 ZFA prior to circulation. Please allow 10 working days for approval.

ZFA Representatives

A ZFA 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 ZFA to the fullest extent permissible under the law for all claims, except where such liability arises because of the negligence of ZFA 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 ZFA by email, and we will organise for thank you certificates to be distributed 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 admin@zahrafoundation.org.au.

Thank you

Thank you for your support. We're sure that you'll enjoy fundraising for ZFA and sharing in the ability to make life better for those women and children affected by domestic violence.

How to get started

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

Email: admin@zahrafoundation.org.au

Post: Zahra Foundation Australia
PO Box 3082
Hilton Plaza SA 5033

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

Kylie O'Callaghan

Phone: 8352 1889

Mobile: 0401 502 165

Email: admin@zahrafoundation.org.au