

Women's Trauma Recover Centre Fundraising Endorsement Terms and Conditions

Getting Started:

Thank you for your kind offer to support the Women's Trauma Recovery Centre.

Your first step is to complete an 'Application to Fundraise' and submit it to the Women's Trauma Recovery Centre for assessment and approval. The application is available directly from our office and can be emailed to you, or you can download it from our website.

Please note you cannot use our logo or commence fundraising for the Women's Trauma Recovery Centre without an official 'Letter and Certificate of Endorsement'.

As you can appreciate, domestic family violence is a sensitive space, and we need to ensure due diligence with brand alignment and charitable compliance for mutual benefit and protection. It is always our intent to keep things as simple and positive as possible.

A fundraising endorsement from the Women's Trauma Recovery Centre means:

1. Brand Alignment and Management: -

- 1.1 You are welcome to access and use the Women's Trauma Recovery Centre Logo – however before you do, please get agreement from us as to where, when, and how you will be using our logo.
- 1.2 Before any marketing collateral goes into production or promotion undertaken using our logo and/or copy referring to us, we ask to sight and sign off on image and wording. We are happy to help with any wording for written copy you might need. Can you please ensure we are always referred to as the "Women's Trauma Recovery Centre".
- 1.3 You have access to our branding for the duration of your fundraising activity and/or 12 months (as agreed), at which time we will need to renew the Endorsement Agreement.

2. Charitable Compliance: -

- 2.1 Payment of the pledged donation is tendered as agreed and outlined in your application.
- 2.2 To enable us to comply with the *Charitable Fundraising Act 1991*, it is important to keep a record of the income and expenditure for all appeals and events for seven years. We would therefore be grateful if you could include an income and expenditure statement for your fundraising activity at the time of making your donation.

- 2.3 We also request you keep a copy of this statement, along with all supporting documentation.
- 2.4 Both parties enter into this agreement with honourable and ethical intentions not to discredit or bring either brand into disrepute; and to undertake all legal and charitable compliance requirements.

We are here to offer support and advice to help you and ensure correct information and messaging around the domestic and family violence space and sector.

Fundraising for the Women's Trauma Recovery Centre

We can:

1. Provide you with an official 'Letter and Certificate of Endorsement' on approval of your 'Application to Fundraise'.
2. Promote your fundraising activity:
 - Internally to staff
 - Via our member newsletter (if relevant and agreed)
 - Via our social media platforms (if relevant and agreed)
3. Provide individual Tax-Deductible Receipts to individuals who make donations of \$2 or more and receive no material benefit in return.
 - Please note raffle tickets and auction items are not tax deductible.
 - All relevant individual details required to provide Tax-Deductible Receipts will be required to be provided to be able to issue receipts.

We are a small office team with limited resources.

We are generally unable to provide: *(for your promotional and/or fundraising activity or event)*

1. Onsite staff or volunteers
2. Extension of our Tax Exemption to you
3. Insurance Coverage
4. Funding or reimbursement of expenses
5. Solicit sponsorship revenue or goods
6. Provide celebrities, profiled personalities, or sporting athletes
7. Media, Publicity, Newspaper, Radio, TV coverage
8. Mailing Lists or Databases of donors, staff, volunteers, suppliers, vendors
9. Due to limited resources, take a coordination role
10. Financial management of any aspect (fundraising, raffles, record keeping...)

Fundraising Charitable Compliance

1. The promotional and/or fundraising activity or event, including all financial aspects and management to be conducted in your (the fundraiser's) name and is your sole responsibility.
2. You must not make any false or misleading representations in promotional and/or fundraising activities or events.
3. You must retain true and correct financial records of all aspects, particulars, and transactions. These records are to be made available on request should they need to be for any compliance audit or enquiries.

Receipts and Tax Invoices

1. Our practice is receipts will be issued for all monies received, except for where money has been collected in a collection box, or in return for goods and services.
2. Individual receipts can be issued to supporters where donations of \$2 or more have been made. Please provide all donor information including full name, address, email and mobile contact details, amount donated. If the total of individual donation receipted exceeds 10, and electronic version of your registration for receipts will be required.
3. When the supporter has received a benefit, goods or services for their money, a tax-deductible receipt cannot be issued (raffle tickets, auction items...)

Changed Conditions

Any changes to information provided in your application on which your endorsement to fundraise has been based, or in conflict with these terms and conditions, must be reported to us/ the Women's Trauma Recovery Centre immediately - which may result in a change in endorsement or withdrawal of permission to use our brand. All reasonable negotiations and agreements will be made in the case of any changes to our approved endorsement.

We sincerely appreciate your support and understanding of these terms and conditions.

Women's Trauma Recovery Centre
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