

FUNDRAISING FOR RONALD MCDONALD HOUSE CHARITIES NORTH AUSTRALIA TERMS OF AGREEMENT



These Terms of Agreement provide the basis for a fundraiser/event to be organized by the Community Fundraiser on behalf of Ronald McDonald House Charities.

By signing and returning the Fundraising Agreement to Fundraise, the Community Fundraiser acknowledges they both understand and accept the Fundraising Terms of Agreement and thereafter these terms and conditions will form the basis of any dealings between Ronald McDonald House Charities NA and the Community Fundraiser in relation to the fundraiser/event. "Community Fundraiser" means the individual or organization holding the fundraiser/event for the benefit of Ronald McDonald House Charities North Australia. Ronald McDonald House Charities North Australia (NA) reserves the right to update the Terms of Fundraising Terms of Agreement at any time. The Community Fundraiser acknowledges they are responsible for staying up to day with the Terms of Fundraising Agreement during their fundraising activity.

Authority to Fundraise Letter

Regulation and best practice in Australia dictate that any person or organization fundraising must have an 'authority to fundraise.' The Community Fundraiser is not authorized to use Ronald McDonald House Charities NA as its beneficiary charity until it has received an authorization letter from Ronald McDonald House Charities NA. The 'authority to fundraise' will be sent by Ronald McDonald House Charities NA after:

- We have received a written and signed application from the Community Fundraiser.
- We are satisfied that the fundraiser/event will produce a reasonable return after expenses have been deducted.
- We are satisfied that the fundraising activity fits in with the aims and values of Ronald McDonald House Charities NA; and
- We are satisfied that the fundraising activity is not high risk.

The fundraiser/event shall be conducted in the Community Fundraiser's name and is the sole responsibility of the Community Fundraiser.

Your Responsibilities

As a fundraiser of Ronald McDonald House Charities NA, you are required to:

- Be responsible for the financial aspects, record keeping, and management of the Fundraising Activity and ensure that the Fundraising Activity complies with relevant fundraising legislation in Queensland.
- Adherent to this fundraising agreement
- Record and submit to Ronald McDonald NA an income and expenses budget prior to commencement of the Fundraising activity, and at the completion of the Fundraising Activity with explanation of material variances within budget.
- Record and submit to RMHC NA income and expenses budget prior to commencement of the Fundraising Activity
- Comply with requests for routine spot checks.
- Comply with all applicable laws and requirements from government authorities in relation to your event.
- Determine adequate safety requirements for public liability insurance, work health and safety (including in relation to COVID-19 (if applicable), first aid, and security.
- Notify Ronald McDonald House Charities NA of any changes to your event date.

How we support you

We understand that fundraisers also live busy lives. To support your fundraising efforts, we will actively contact you via scheduled communications, including:

- A welcome call post registration from the Ronald McDonald House Charities NA fundraising team.
- A progress call 2-4 weeks before your Fundraising Activity to assist with your planning.
- Helpful emails to support your event planning.
- Follow up calls and emails after your event.

Ronald McDonald House Charities NA is not able to take a coordination role in these activities and its officers cannot

assist in soliciting prizes, organizing publicity, or providing goods or services to assist the Community Fundraiser in the running of the fundraiser/event.

Community Fundraiser can request attendance by Ronald McDonald House Charities NA at the event by completing the Request Attendance [form](#). Whilst we aim to attend all events in our community, we do ask for your consideration if we are not able to, as we are a small team of staff and volunteers.

Insurance

Ronald McDonald House Charities NA is unable to provide public liability insurance cover to Community Fundraisers.

Legal implications

The event/fundraiser is responsible for compliance with all relevant State and Territory laws and regulations. The information you give Ronald McDonald House Charities NA must be available to regulatory authorities on request. Ronald McDonald House Charities NA does not provide legal advice regarding compliance with these laws and regulations.

Fundraisers must advise Ronald McDonald House Charities NA if you receive a notice or verbal request under section 25(2) of the Collections Act requesting answers to any questions, the production of records or the lodgment of returns which relates to Ronald McDonald House Charities NA or the Fundraising Activity or appeal.

Promoting an event with Ronald McDonald House NA

Due to the nature of our organization and the high ethical standards under which we operate, there are some events with which we cannot be associated. We cannot endorse some activities, including:

- extreme sports such as parachuting, paragliding, or bungee jumping,
- motor vehicle and motor bike racing and activities that involve marine racing unless the Fundraiser provides evidence of public liability insurance to cover themselves and their participants.
- gambling.
- games of chance that do not comply with State legislation.
- activities of a sexual nature; or
- activities that promote harm to self or the environment.

Advertising material related to Fundraising Activities and appeals must:

- Disclose that you are raising funds for Ronald McDonald House NA, which is a registered charity under the Collections Act 1966 (Qld).
- Not be likely to cause offence to any person, and
- Not to be misleading
- Not to be conducive to a 'conflict of interest.'
- Not using any other Ronald McDonald House NA logos other than those approved.

Using the Ronald McDonald House Charities Logo

All material with which the Ronald McDonald House Charities NA name and logo is to be associated must first be approved by Ronald McDonald House Charities NA. If the Community Fundraiser wishes to utilize the Ronald McDonald House Charities NA's name and/or logo on any materials or products, the Community Fundraiser must obtain prior permission from Ronald McDonald House Charities NA.

You can request a logo for your event at [Form](#)

Promoting your event

Ronald McDonald House Charities NA is unable to promote your event on your behalf, however may be able to support the resharing of information via social media channels. Find us on [Facebook](#) and [Instagram](#).

If the Community Fundraiser wishes to refer to or promote Ronald McDonald House Charities NA, it must refer to Ronald McDonald House Charities NA as "*Ronald McDonald House Charities North Australia.*"

The following wording is recommended for use in promotional materials:

- 'This event is proudly supporting Ronald McDonald House Charities North Australia or
- 'Funds raised will be donated to *Ronald McDonald House Charities North Australia.*'

Media and Public Relations

To ensure the success of your Fundraising Activity, it is important to let as many people know about it as you can. Contacting your local media is one way to do this or tagging rmhcna on social media. To ensure we can support any media or public relations activity, please send your draft copy of promotional materials to Ronald McDonald House Charities NA for approval before printing. If you have any queries regarding publicity, please contact our Ronald McDonald House Charities NA at fundraising.na@rmhc.org.au

Participation of children in an appeal

There are special regulations that apply when children participate in an appeal or event. Different rules apply for children of different ages, and in relation to the activity you are planning. If you are planning to involve children in your fundraising activity/event, you are required to adhere to relevant Queensland Legislation requirements.

Ronald McDonald House Charities NA expects that all events and appeals involving children should be completed in conjunction with parental/guardian supervision, and written consent at all times. The fundraiser is required to verify requirements with relevant state authorities as required.

Finance, records and receipting.

The financial aspects of fundraising, including raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Community Fundraiser, and the Community Fundraiser must comply with the relevant State or Territory laws and regulations.

Receipting

Ronald McDonald House Charities NA is unable to provide receipts on behalf of Community Fundraising activities. The Community Fundraiser must keep a register of all attendees/supporters eligible for a tax-deductible receipt. It is the responsibility of the Community Fundraiser to understand:

- Circumstances when a receipt can be issued, and to whom, NB: The following are not tax-deductible: Ticket purchases (e.g., raffle)
- Entry to an event, donations of goods or services, auction purchases, or purchase of a device.
- The legal implications of issuing receipts and the necessity of returning official manual receipts books (used and unused) to Ronald McDonald House Charities NA; and
- Reconciliation of funds.

DGR (Deductible gift recipient) receipts are permitted for all 'exclusive donations', meaning there is no other benefit to the donor, i.e., Marketing, receipt of prize. Tax-deductible receipts can only be issued to people donating money of \$2 or more. Sponsorship arrangements are not eligible for DGR status receipting. An 'in-kind receipt' should be provided to the donor, with 'in-kind itemized within the receipt. DGR receipts are automatically provided when donations are made via a fundraising page, or via Pebl.

Banking made easy with Pebl

We understand that managing donations and receipting for tax purposes can be challenging. Ronald McDonald House Charities NA has partnered with Pebl to ensure smooth and efficient banking for your fundraiser. Pebl allows you to automatically receipt all donations. Simply download the app, set up your event using your CRM# on your authority to fundraise letter, and off you go! Set up Pebl now!

Reporting

The following is a summary of financial reporting typical of that required from Community Fundraisers which is needed to protect public interest:

- set-up and maintain proper financial records which can be audited if necessary.
- provide Ronald McDonald House Charities NA at the outset with an accurate estimate of expenses and the likely proceeds of the fundraiser/event.
- where necessary/appropriate, set up a separate bank account that mentions Ronald McDonald House Charities NA's name. All funds are to be banked into this separate bank account. This account must be closed after your event.
- money raised and details of your actual income and expenditure must be returned to Ronald McDonald House Charities NA within four (4) weeks of the fundraising activity; and
- Ronald McDonald House Charities NA cannot pay expenses incurred by you, but you can deduct your necessary

expenses from the proceeds of your event, provided that they are properly documented. (Total expenses must be less than 40% of total proceeds)

Refunds

Ronald McDonalds House Charities NA does not provide refunds to donations and or fundraising proceed income. At the time of accepting a donation towards your Fundraising Activity, please advise your supporters that refunds are not available should the Fundraising Activity change or to be cancelled.

Fundraising or Event Grants

Community grants are a fantastic way to reduce expenditure and increase local support. Local grants or in-kind support are often available through community groups and organizations such as local council, service groups such as Rotary, and banks. Fundraisers are permitted to apply for local grants whenever your Fundraising Activity or appeal can fulfill the funding requirements without imposing obligations on Ronald McDonald House Charities NA. Please notify fundraising.na@rmhc.org.au of your intent. All grant opportunities that impose obligations on Ronald McDonald House Charities NA require approval from Ronald McDonald House Charities NA prior to submission.

Fraudulent behavior

Fundraisers declare that you will not engage in any fraudulent nor dishonest behavior. Serious fundraising misconduct or breaches of law, policy, guidelines, or procedures or dishonest or unethical behavior (for example theft, fraud or misappropriation of funds) must be reported promptly via fundraising.na@rmhc.org.au

Incident Reporting

To report an incident at your event, please email fundraising.na@rmhc.org.au

Approval

For your fundraiser to be approved, you will need to complete and sign the Fundraising Agreement form. You will be notified by writing if your Proposal is successful.

Fundraising Groups and Events raising over \$50,000

Fundraising groups or events comprised of community members raising over \$50,000 for RMHC will be allocated a representative for RMHC NA. All members are required to complete the following verification checks prior to commencing community engagement for their event. An authority to fundraise will only be issued after the following onboarding has been completed.

Nomination of Members

Key contact details, and role for each fundraising member are required. Fundraising groups pleading to raise over \$50,000 are required to nominate an executive committee including a Chair, Secretary and Treasurer. Our helpful team will assist you through with further detail.

Criminal History Check

Due to the nature of our charity, fundraising activities raising funds for Ronald McDonald House Charities NA to the values of \$50,000 or more as part of a committee or fundraising group, are required to complete a Criminal History Check. All members of the group are required to undertake this check. This will be facilitated and expensed by Ronald McDonald House Charities NA.

If you have any queries about your application, please contact Ronald McDonald House Charities NA at fundraising.na@rmhc.org.au.

Last reviewed 31 March 2025