



Animal Welfare.  
Worldwide.

# Application to Fundraise

Please complete this form if you would like to conduct a fundraising activity on behalf of FOUR PAWS Australia ('FOUR PAWS'). It must be completed after reading our Fundraising Terms and Conditions and prior to proceeding with your fundraising activity.

## Authorised Fundraiser's Details

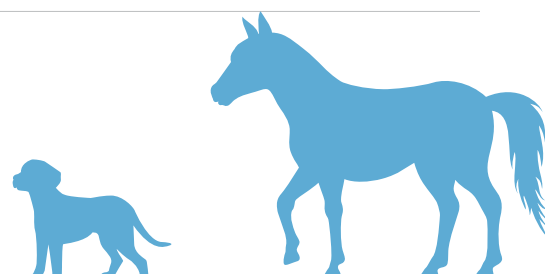
\*Required

Title	First name*	Surname*	
Organisation (if applicable)			
Position (if applicable)			
Address*			
Suburb*		State*	Postcode*
Best contact number*		Email*	
Website (if applicable)			

Please note that if you are under 18 years of age, you will need a parent/guardian to supervise the event and for the parent/guardian to sign the bottom of this form.

## Fundraising Activity Details

Name of proposed fundraising activity*	
Start date/time of fundraising activity*	
End date/time of fundraising activity*	
Location/Venue name & address (if applicable)	
Short description of proposed fundraising activity including explanation of how funds will be raised (e.g. Selling cupcakes on school fundraising day)	
How much do you hope to raise for FOUR PAWS?*	\$
Are there any other beneficiaries besides FOUR PAWS?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state: Organisation name	Approximate % of funds allocated
Organisations involvement in the activity	
Do you plan to involve groups of children under 18 in your fundraising?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes above, please provide details.	



## Agreement and Signature

- By signing this Application to Fundraise, I acknowledge that I have read and accept the Fundraising Terms and Conditions attached to this Application, and agree to comply with any legal requirements of fundraising.

Signature (of authorised fundraiser)\*

Date

/ /

Organisation (if applicable)

Position (if applicable)

**Below to be filled out by a parent of guardian where authorised fundraiser is under 18 years of age**

Signature (of parent of guardian)

Date

/ /

Name

Best contact number

Email

- If you are signing this Application as a parent of guardian of the Authorised Fundraiser, you understand that you will be responsible for all the obligations set out in this Application to Fundraise and the Fundraising Terms and Conditions attached to this Application.

FOUR PAWS may use your details to send you further information to keep you up-to-date on our work. If you prefer not to receive any further communications, please tick here

### Thank you for your compassion towards animals!

**Please return  
completed form to:**

FOUR PAWS  
GPO Box 2845  
Sydney NSW 2001  
enquiries@four-paws.org.au

**Office Use Only**

Approved By

Date Approved

Signature

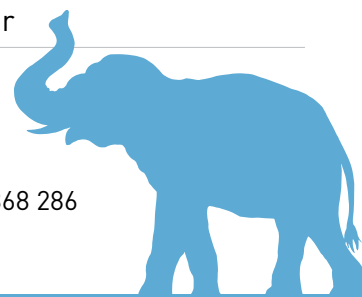
ID Number



**FOUR PAWS Australia**  
GPO Box 2845  
SYDNEY NSW 2001

T: 1800 454 228  
E: enquiries@four-paws.org.au  
W: four-paws.org.au

ABN: 86 601 868 286





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# Terms and Conditions

## Your responsibilities as a fundraiser

Thank you for considering to support FOUR PAWS Australia ('FOUR PAWS') as the beneficiary of your fundraising activity.

To help in the coordination of your fundraising activity, and to comply with various fundraising and charity legislations, we have compiled the following terms and conditions.

Not following to these terms and conditions for third-party fundraising may lead to your removal as a fundraiser for FOUR PAWS and may limit your ability to organise such activities in the future.

This constitutes an agreement, whereby the Terms and Conditions outlined in this document will be binding for FOUR PAWS and you, the 'Authorised Fundraiser'. The Authorised Fundraiser is defined as the individual or organisation conducting the fundraising activity on behalf of FOUR PAWS. If you need further information, please contact our Supporter Relations team on 1800 454 228 or emailing [enquiries@four-paws.org.au](mailto:enquiries@four-paws.org.au).

## Authority to Fundraise for FOUR PAWS

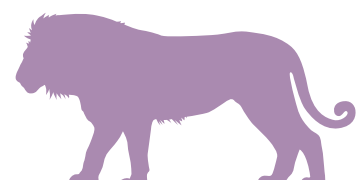
Individuals or organisations wishing to conduct a fundraising activity must submit an 'Application to Fundraise' form. FOUR PAWS is legally required to approve and authorise all fundraising activities. If your activity is approved, we will send you an 'Authorisation to Fundraise' letter. This document can only be issued when:

1. FOUR PAWS has received a completed and signed 'Application to Fundraise' form.
2. That the applicant has received, read and accepted these 'Terms and Conditions'.
3. FOUR PAWS is satisfied that the fundraising activity upholds FOUR PAWS's brand and values.
4. The activity is not high risk to the fundraiser or FOUR PAWS.
5. FOUR PAWS is satisfied that the fundraising activity will produce a reasonable financial return after expenses are deducted.

Reasonable Financial Return: We are grateful for any size donation that kind supporters give for animals. However, there are costs and fees associated with administration, so in order to make sure we allocate time, resources and funds as responsibly as possible, we need to ensure there is a 'reasonable financial return' possible. Thank you for your understanding.

You must receive an 'Authorisation to Fundraise' letter from FOUR PAWS before conducting any fundraising activities on behalf of FOUR PAWS. If details regarding the fundraising activity change, this must be reported to FOUR PAWS in writing prior to the fundraising activity's commencement and may require a 'Application to Fundraise' form to be resubmitted and a new 'Authorisation to Fundraise' letter to be received.

All fundraising activities, including repeat activities, must be authorised by FOUR PAWS each time.



Additional paperwork may be required for businesses who wish to donate a percentage of their sales over a period of time to FOUR PAWS.

## Fundraising Obligations

The person whose name appears on the 'Authorisation to Fundraise' letter is the Authorised Fundraiser, which makes them solely accountable for managing the fundraising activity in a responsible way.

FOUR PAWS is unable to support in the coordination, execution, or reconciliation of the fundraising activity. It is the sole responsibility of the Authorised Fundraiser to coordinate, manage, execute and reconcile the fundraising activity. Advice and support can be provided by FOUR PAWS where possible.

Authorised Fundraisers under 18 years of age must be accompanied by a parent/guardian and must also sign the Application to Fundraise form. Please check your local relevant authority for further information regarding minimum age requirements in your state/territory. You must include details of your plan in your fundraising application if children are involved in your fundraising activity.

Authorised Fundraisers must adhere to all federal and state/territory legislation that applies for your fundraising activity. It is the responsibility of the Authorised Fundraiser to organise and obtain necessary permits, licenses, insurance, consents, and authorisations necessary for the activity. Please refer to your state/territory guidelines as these vary depending on the activity. For example, permits may be required from councils and there are also further regulations relating to food preparation and liquor licensing. For raffles or competitions, please refer to specific state legislation as there are guidelines in place for this specific fundraising activity. For insurance coverage please speak to your insurer to confirm what level of detail and cover may be necessary for your fundraising activity.

Authorised Fundraisers understand that they are not employees or agents of FOUR PAWS and that they undertake all fundraising activities at their own risk. FOUR PAWS is not responsible for any injuries, damages or losses sustained during any fundraising activity. We are unable to provide public liability insurance to cover community fundraising activities, the Authorised Fundraiser, or their supporters.

FOUR PAWS will not endorse any activities that do not fit with our vision and mission.

If your fundraising activity includes soliciting contributions and sponsorships from businesses, the list of potential businesses to be contacted must be provided to FOUR PAWS for approval beforehand. If your list has been approved, a list of all contributions made by a company must be submitted along with final remittance to FOUR PAWS.

## Financial responsibilities

The Authorised Fundraiser is responsible and required by charitable fundraising legislation in all states and territories to maintain an accurate record of all fundraising activity, including income and expenditure.

FOUR PAWS cannot pay expenses incurred by the Authorised Fundraiser but expenses can be deducted from the proceeds of the fundraising activity if this is documented with receipts.



FOUR PAWS recommends that fundraising expenses are no more than 30% of the funds raised.

Authorised Fundraisers will receive a Remittance Form upon receiving their Authorisation to Fundraise letter.

Submit the completed and signed Remittance Form after the conclusion of your fundraising activity within 14 days to FOUR PAWS.

Do not send cash through the post. The Authorised Fundraiser must comply with relevant charitable laws and regulations in your state/territory.

Please note that FOUR PAWS, like many other animal charities, does not have DGR status and therefore donations are not tax deductible. Our work is funded by the community and donations are used where the need is greatest, to help animals in need.

The Authorised Fundraiser agrees to provide details of income and expenses relating to the Fundraising Activity, upon request by FOUR PAWS.

Authorised Fundraisers must not use the fundraising activity for direct commercial gain or profit.

## Media, Public Relations, and Branding

FOUR PAWS has limited resources and due to this we are unable to participate or undertake media relations for the Authorised Fundraiser. Media materials and press releases must be approved by FOUR PAWS before they are distributed. A FOUR PAWS representative may be available to attend your fundraising activity, however this will be dependent on availability and when the request for attendance is made.

All planned media activity and ambassador promotion (such as celebrities) must be discussed and approved by FOUR PAWS prior to outreach being made.

Percentage level of support must be explicitly stated on all materials and correspondence relating to the fundraising activity. E.g., 100% of proceeds or profits will be donated, x\$ per item will be donated, income split with another charity, etc.

FOUR PAWS is the beneficiary of the fundraising activity and must always be identified as such. Fundraising activities can be promoted as 'proudly supporting FOUR PAWS's and these templates will be provided to you upon receiving your Authorisation to Fundraise letter. The Authorised Fundraiser does not have the right to the names FOUR PAWS and or use of the FOUR PAWS logo or it's variations.

The Authorised Fundraiser must not act in any way that may harm FOUR PAWS' name, reputation or image.

## Legal

FOUR PAWS reserves the right to vary these terms and conditions and the scope of the fundraising activity at any time. Should the details of the fundraising activity change, it is the responsibility of the Authorised Fundraiser to notify FOUR PAWS in writing prior to the fundraising activity's commencement of these changes. Changes to previous fundraising application may require a new 'Application to Fundraise' form to be



resubmitted and a new 'Authorisation to Fundraise' letter sent to you. FOUR PAWS reserves the right to terminate the 'Authorisation to Fundraise' under this Agreement at any time in writing with immediate effect should the fundraising activity no longer abide by the terms and conditions set out in this Agreement.

Either Party may terminate this Agreement at any time by giving 30 days' notice in writing to the Other Party. The Agreement and Authorisation to Fundraise letter will terminate immediately upon written notice by a Party (Non-Defaulting Party) if the other Party (Defaulting Party) breaches a material term of this Agreement and that breach has not been remedied within 10 Business Days of the Defaulting Party being notified of the breach by the Non-Defaulting Party.

It is the obligation of the Authorised Fundraiser to understand and comply with Australian Consumer Law including complying with obligations that the fundraising activity does not mislead or deceive the general public.

A party may not commence court proceedings relating to any dispute arising from, or in connection with, this Agreement (Dispute) without first meeting a representative of the other Party within 10 Business Days of notifying the other Party of the Dispute. If the Parties cannot resolve the Dispute in that meeting, either Party may refer to the Dispute to mediation administered by the Australian Disputes Centre.

This Agreement is governed by the laws of New South Wales. Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts operating in New South Wales and any courts entitled to hear appeals from those courts and waives any right to object to proceedings being brought in those courts.

The Authorised Fundraiser agrees to comply with the legal requirements of the Australian Privacy Principles as set out in the Privacy Act 1988 (Cth) and any other applicable legislation or privacy guidelines that may apply to it.

