

## Terms and Conditions – Peer to Peer Fundraising

### THANK YOU FOR FUNDRAISING FOR THE CLIMATE COUNCIL.

The terms and conditions listed below are the basis for undertaking fundraising activities on behalf of the Climate Council. Acknowledgment of acceptance of these conditions is indicated by signing and return the Fundraising Application Form. Once this form has been received and approval has been granted, fundraising activity on behalf of the Climate Council is approved to proceed.

Please read the conditions carefully. If you have any questions regarding their content, please call (02) 9356 8493 or email [info@climatecouncil.org.au](mailto:info@climatecouncil.org.au).

#### Collecting donations

- All persons must have an ‘Authority to Fundraise’ approval from the Climate Council of Australia (‘Climate Council’) before donations can be received.
- All money raised must be returned to the Climate Council within 14 days of completion and, once the authorised fundraising appeal is complete, all fundraising must cease immediately.
- All fundraising monies must be sent to the Climate Council by way of credit card, cheque or electronic funds transfer into the Climate Council’s bank account.
- The Climate Council relies solely on donations from the community and does not accept donations from any state or federal governments or organisations associated with a number of industries. This policy ensures that the Climate Council remains independent, which is vital to our ability to uphold an uncompromising position on all environmental issues. The Climate Council reserves the right to decline donations at its discretion.

#### Financial aspects of the event

- Financial records which include gross income received, expenses incurred and particulars of all transactions relating to the fundraising appeal must be kept for seven years for auditing purposes and must be returned to the Climate Council no later than three weeks after the fundraising appeal.
- All expenses associated with fundraising activities are the responsibility of the fundraiser. However, expenses necessary to conduct the fundraising activity can be deducted from the proceeds, provided they are properly documented and, in the case of the provision of goods and services, expenses do not exceed 40% of total proceeds.
- Funds raised in aid of the Climate Council cannot be used to buy equipment or make a donation to another organisation.
- Fundraisers must make it clear in all their dealings with the public, sponsors and supporters that they do not represent the Climate Council, but are raising funds that will support the Climate Council.

- Fundraisers are not employees or agents of the Climate Council, nor are they acting in any other representative capacity. Fundraisers undertake all fundraising activities on their own behalf and at their own risk. The Climate Council will not be liable for any injury, damage or loss sustained as a result of any fundraising activities. Fundraisers should note that they are not covered by the Climate Council's public liability insurance unless specifically approved. Any liability insurance required for fundraising events needs to be provided by the fundraisers or venues hired for activities. In some limited circumstances, the Climate Council is able to provide insurance coverage. If this is required, please note the requirements on your Application Form that we will then assess and approve.

### Receipts

- Once the activity is completed, fundraisers should provide the Climate Council with a list of donors along with full financial records from the activity no later than three weeks after the event. The Climate Council will then send out receipts to donors after receiving this information.
- Donations over \$2 are tax deductible.
- You can claim a tax deduction if you have made a gift and not a contribution. When you make a gift, you do not receive a material benefit in return for your payment. When you make a contribution (for example, purchasing a ticket to attend a fundraising dinner or purchasing a raffle ticket) you do receive a benefit in return.

### Climate Council logo and name

- Any materials or products that require the Climate Council logo must be submitted for approval well in advance of the date for commencement of the activity. Permission for logo use will attract conditions.

### Media and Communication requests

- Any media material or press releases must be approved by the Climate Council prior to circulation.
- All publicity material should clearly state where money raised will go e.g.: 'All proceeds will go to the Climate Council' or 'X percentage of proceeds will go to the Climate Council.'

### Resources

- The Climate Council's database of supporters and staff are not available for your event promotion. Promotion of the event is the organiser's responsibility.
- Climate Council staff and Councillors are, at times, available to attend certain fundraising events. Unfortunately, due to constraints on time, we are not always able to provide a representative. Events will be assessed on a case by case basis.

### Children

- A person under the age of 15 years must not engage in a fundraising appeal.



### Disclaimer

- The Climate Council reserves the right to withdraw approval to fundraise should it be necessary to protect its reputation.
- If the Fundraiser needs to suspend or cancel an activity or event for unforeseen reasons, all the Climate Council property and profits need to be forwarded to the Fundraising Department within two weeks of notification of cancellation.

### Payment Details

To make your donation to the Climate Council, please choose an option below:

#### Cheque

Climate Council of Australia Fund  
PO Box 1267  
Potts Point NSW 2011

#### Direct Deposit

Account Name: Climate Council of Australia  
Fund  
BSB - 633-000  
Account Number - 153394051

Please reference your donation with your  
name and P2P. e.g. JohnSmithP2P