

UNICEF Australia's Guidelines, Terms and Conditions of Fundraising

We are always grateful when anyone wishes to undertake fundraising on behalf of UNICEF Australia. Our reputation and public trust are extremely important to being able to fulfil our mission of helping children around the world survive and thrive. As a result, it is essential that any event carried out on behalf of UNICEF adheres to the guidelines and terms and conditions relating to undertaking fundraising activities in Australia, as these can vary from state to state.

Please take the time to read and understand the conditions below as it is important that you follow them.

1. An Authority to Fundraise must be received from UNICEF Australia before any fundraising activities take place.
2. For fundraising activities to be approved they must fit within the values of UNICEF Australia.
3. The Fundraising activity/event shall be conducted in the Fundraisers name and is the sole responsibility of the fundraiser. UNICEF Australia cannot take a coordination role in any of these activities and its officers cannot assist in soliciting prizes, organising publicity or providing goods or services to assist the fundraiser in the running of the fundraising activity/event.
4. Fundraisers can only use the name of UNICEF Australia to fundraise in relation to the activities that they are authorised to perform.
5. The Fundraiser may not use the UNICEF Australia logo during, or in association with the event, including placing the logo on any promotional material and websites. Once approved, fundraisers are permitted to use the 'Team UNICEF' logo.
6. All media and press releases must be approved by UNICEF Australia prior to distribution.
7. UNICEF Australia is unable to promote your fundraising activity. This includes both on social media and directly to our supporter database
8. All promotional marketing material that describes the work and role of UNICEF Australia must be approved by UNICEF Australia before it is circulated.
9. The fundraiser must abide by all state and federal legislation and apply for any permits and authorities that may be required. Different states have their own legislation which should be checked beforehand by the fundraiser.
10. Permission to fundraise is not a licence to run your own raffle. Please refer to the relevant State- based legislation as there are extensive guidelines regarding this type of fundraising.
11. Fundraisers undertake all activities at their own risk. UNICEF Australia will not be held responsible for any injury, damage or loss sustained during any fundraising activity. Fundraisers will not be covered by UNICEF Australia's public liability policy under any circumstances. Responsibility for any insurance rests solely with the Fundraiser.

12. It is a requirement of the Charitable Fundraising Act that the Fundraiser maintains accurate records of income and expenditure. UNICEF Australia cannot pay for your expenses, but expenses can be deducted from your final fundraising total (please ensure that expenses are deducted before sending UNICEF the money as we cannot reimburse expenses back to you once we have received them). A record of income and expenditure must be kept and presented when you submit your fundraising monies.
13. To ensure all fundraising events are profitable, expenditure should not exceed 40% of the total funds raised. All funds should be received by UNICEF Australia within 2 weeks of the event.
14. UNICEF Australia has tax deductibility status for donations of \$2 or more.
15. The Tax Act does not allow UNICEF Australia to issue a tax-deductible receipt to anyone who has received anything at all in return for their donation e.g. if you organise a Comedy Night and people pay a \$30 entry fee then this is not tax deductible as they have received entry and whatever else was included in the night in return for their entry fee.
16. It is recommended that fundraisers use our online Community Fundraising hub fundraise.unicef.org.au to keep track of donations from friends or family. The website allows individuals to make contributions directly to the participant, and automatically issues an electronic tax receipt to the donor when they have made their payment. As such, it can only be used to collect donations for tax deductible fundraising.
17. Any approach made to public personalities – including UNICEF Ambassadors - must be discussed with UNICEF Australia prior to any contact being made.
18. Cash collections in public places and door to door fundraising will not be completed as part of this fundraising activity.
19. Legal and compliance regulations prevent us from producing collection boxes therefore we are unable to send out tins to use/display at fundraising events.
20. UNICEF does not provide collateral such as stickers, balloons, or leaflets.
21. UNICEF Australia reserves the right to assess each submission to fundraise on their behalf and at time decline if necessary. It also reserves the right to withdraw its approval for the fundraising activity/event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

If you wish to make a proposal to fundraise, please fill in the online application form. We will then review your proposal and if approved, we will issue you with an Authority to Fundraise. Until then you are not able to begin any fundraising activities.