

RISE FOR ALEX

RiseForAlex Fund FUNDRAISING ACTIVITY GUIDELINES

The following guidelines provide essential information for groups and individuals planning a fundraising activity to benefit the RiseForAlex Fund.

Please read these guidelines before completing our Fundraising Activity Application and Agreement.

We rely on the generosity of the community to support our Fund and are very thankful for all contributions.

1. Individuals or groups/organisations wishing to hold a fundraising activity to benefit the RiseForAlex Fund must complete the RiseForAlex Fund's Fundraising Activity Application and Agreement. Applications will be assessed individually and we will provide you with formal notification that your Application has been accepted.
2. By completing the online RiseFor Alex Fund's Fundraising Activity Application and Agreement, the individual or group/organisation ("theFundraiser") agrees to the terms and conditions set out in this document (Fundraising Activity Guidelines) in relation to the fundraising activity.
3. The fundraising activity will raise funds to be donated to the RiseForAlex Fund.
4. The fundraising activity will be conducted in the Fundraiser's name and the activity is the sole responsibility of the Fundraiser.
5. Due to limited resources, the RiseForAlex Fund is not able to coordinate or manage the fundraising activity. However, the Fund will provide guidance and advice to the Fundraiser with regards to planning and undertaking a fundraising activity.
6. The fundraising activity must fit with the aims, values and ethical standards of the RiseForAlex Fund to be considered for approval by the Fund.
7. If your application is successful, the RiseForAlex Fund will issue you with a Fundraising Authority which confirms that Fund supports the activity and that the Fundraiser can use Fund's name.

The Fundraiser must receive the Fundraising Authority before the Fundraiser is authorised to use the name and/or logo of the RiseForAlex as the beneficiary of the fundraising activity.

8. The fundraising activity must comply with the relevant charitable fundraising legislation in the state/territory where the fundraising activity is being conducted. Different states have their own legislation which should be checked beforehand, and the Fundraiser must apply for any permits and authorities that may be required. Copies of any permits must be sent to the RiseForAlex Fund.

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9. If you have a business and wish to donate a percentage of sales, or donate a monetary amount from each product sold, or something similar, please contact the RiseForAlex Fund.
10. The Fundraiser must liaise regularly with the RiseForAlex Fund with regards to the organisation of the fundraising activity.
11. The RiseForAlex Fund is not responsible for the management or record keeping of the fundraising activity, or for the commercial success of the fundraising activity or any debts incurred in the fundraising activity. The Fundraiser is responsible for any and all expenses associated with the conduct of the fundraising activity.
12. It is the sole responsibility of the Fundraiser to ensure they have the relevant insurance and indemnity considered necessary for any activity that involves the general community or individual members of the public.

The RiseForAlex Fund has no responsibility for these matters in relation to any fundraising activity undertaken by the Fundraiser and the RiseForAlex Fund will have access to copies of the Fundraiser's policies on request.

13. Any document produced to promote or advertise the fundraising activity must contain the following words: "proceeds will be donated to the RiseForAlex Fund".
14. Any promotional materials for the fundraising activity using the RiseForAlex Fund name and/or logo must receive approval from the Fund prior to publication, printing and/or distribution.
15. Any advertising, notice or information provided for the fundraising activity must be conducted in accordance with decency, dignity and good taste, must be based on fact and must not be false or misleading.
16. The Fundraiser must take all reasonable steps to ensure that total expenses payable from the fundraising activity do not amount to more than 30% of the gross proceeds generated from the activity.
17. Where appropriate, the gross proceeds from the fundraising activity should be banked into a separate account (bank, building society or credit union) that mentions the RiseForAlex Fund's name. The account must be closed after the fundraising activity.
18. The RiseForAlex Fund cannot pay expenses incurred by the Fundraiser. The Fundraiser can deduct necessary expenses from the proceeds of the fundraising activity provided they are properly documented (total expenses must be less than 30% total proceeds).
19. All donations must be remitted to the RiseForAlex Fund immediately upon receipt, together with the names and addresses of all attendees/supporters who are eligible to receive a tax deductible receipt. Donations of \$2.00 or more are tax deductible. Please note: some fundraising activities, for example the ticket price to attend an event or an auction purchase,

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may be eligible for a partial tax deduction. Please contact the RiseForAlex Fund for more information.

20. The Fundraiser does not have authority to issue tax deductible receipts on behalf of the RiseForAlex Fund.
21. The Fundraiser does not have authority to make any representations on behalf of the RiseForAlex Fund unless agreed in writing.
22. Funds raised together with details of actual income and expenditure must be forwarded to the RiseForAlex within four weeks of the fundraising activity being held.