



FUNDRAISING TERMS AND CONDITIONS

These terms and conditions apply to groups and individuals that are planning to fundraise on behalf of The Potter's Village. By signing the Registration form you agree to comply with and to be bound by these terms and conditions.

Who is expected to read this document?

Individual fundraisers and groups from all over the world intending to organize events or activities to raise funds for The Potter's Village, whether in person or online, should read this document.

1. Authorization

1.1 It is important that we keep track of all fundraising activities that are being conducted for us. For this reason, all fundraising events and activities need to be approved by us before they begin.

1.2 We also need to know details about who is conducting the fundraising activity, and how they propose to conduct it. For this reason, you must complete the registration form properly and honestly and provide us with any other information we may require (for example a budget of the proposed event or activity).

1.3 If your registration is approved we will issue you with a Letter of Authority to fundraise specific to your approved event or activity (Letter of Authority).

1.4 You must be registered with us and have received your letter of Authority before you start any fundraising. You may fundraise during the approved dates only, and only for the approved event or activity indicated in your Letter of Authority. If you wish to extend, or change any aspect of your fundraising event or activity you will need to seek additional approval from us.

1.5 Laws require people fundraising in person to wear a fundraiser identification badge (ID Badge). We will provide you with ID Badges which you and others who are involved in the fundraising as collectors must wear at all times while you are fundraising for us in person. You must ensure that where ID Badges are provided, only those with ID Badges are involved in face to face collecting. ID Badges must be returned to us at the conclusion of the fundraising activity.

1.6 You must not engage in fundraising through traders (a person or organization that



engage in fundraising activities or events in the course of its trade or business or for its benefit), except in the case of major partnerships. Example of what will not be approved includes arrangement where only a percentage or fixed amount from each sale goes to the Foundation and the remainder is taken by the Trader.

1.7 We may at any time and without the need to give reason, withdraw your approval to fundraise by notification in writing. In this situation, all fundraising must cease immediately and you must, within seven days after you have received the notification, return your letter of Authority, any ID Badges, all money raised and all receipt books (used and unused) together with any materials displaying The Potter's Village name or logo.

1.8 From time to time, we may require you to comply with other request. You agree to comply with such requests if they are made.

2. Organizing and Running Your Event or Activity.

2.1 You must, and must ensure that any other person assisting you with your fundraising activity or event, at all times:

- (i) Comply with these terms and conditions
- (ii) Only conduct such events or activities as approved in your letter of Authority;
- (iii) Behave in an appropriate and respectful manner;
- (iv) Comply with any other directions given by us from time to time.

2.2 It is your responsibility to arrange and ensure compliance with all relevant permits, approvals, consents or other requirements associated with the fundraising event or activity. We will not be liable for any damage or loss (either direct or indirect) sustained by you arising from or connected with your failure to comply with any relevant requirement.

2.3 You must make it clear in any dealings with the public, donors, sponsors and supports that you are not our agent or representative, but are acting on your own behalf to raise money for The Potter's Village Home.

2.4 The Potter's Village (including its directors, Staff and volunteers) is not liable for any injury, damage or loss arising from or connected with (direct or indirectly) any of your fundraising events or activities.

2.5 You agree to notify us before you approach any corporate sponsors as The Potter's Village has existing relationships with a quite a number of corporate partners that may need to be taken into consideration.



2.6 We value the relationship we have with all of our fundraiser and like to keep abreast of their activities and events, so please keep us up to date for the duration of your fundraising. You agree that we may also contact you from time to time.

3. Privacy and Personal Information

3.1 We will not provide you with information from our donor database or any other personal information of current or prospective donors. This is because we are bound by privacy laws and our own privacy policies.

4. Publicity

4.1 Any use of our logo, text, images or any other branding must first be approved by us. This helps us to ensure that the message about The Potter's Village and its work is consistent and correct.

4.2 While we will not undertake media Relations on your behalf, we are happy to provide advice on producing media materials. You agree to notify us if you intend to approach any media.

4.3 We must approve the use of any phrase or "tag line" between your event or activity and The Potter's Village (whether in written or oral

form). We must be referred to as 'The Potter's Village Home' or 'POVI'

Examples of phrases we have approved Include:

- (i) 'Proudly supporting The Potter's Village Home'.
- (ii) 'Money raised will be used to support The Potter's Village projects.'
- (iii) 'All net proceeds to The Potter's Village'
- (iv) 'This is a volunteer run event raising money for The Potter's Village.'

4.4 You must ensure that all publicity in Connection with your event or activity and the Potter's Village (whether in written or oral form) is not deceptive or misleading in any way and is clear and accurate in its explanation of:

- (i) What you, and The Potter's Village, will do with the money raised;
- (ii) The tax deductibility or otherwise of donations made in connection with your fundraising event or activity;
- (iii) The portion of the money raised that will be donated to The Potter's Village (e.g. whether 100% of money raised will be given to the Potter's Village and if you will cover over your own costs or if expenses will be deducted from the money raised); and



(iv) If you are fundraising for one or more organizations as well as The Potter's Village, the names of the other organization(s) and the portion of money raised that will be donated to each organization.

5 Involving Children

5.1 All fundraisers, including you, must be at least 18 years old to raise funds for The Potter's Village unless we have given you specific permission. If you are below 18 years of age, you must obtain consent from your parent or guardian who also signs the registration must form where indicated.

5.2 You agree to inform us if you are below the age of 18 years, if you anticipate that your fundraising activity will involve working with or alongside children at any time.

5.3 Proposals involving fundraising on school grounds will not be approved unless:

- (i) You are a teacher at the school where you intend to fundraise; and
- (ii) Express written consent has been given by your Principal.

6 Receiving Money

6.1 You must, when collecting money on our behalf and when receiving money in connection with a fundraising activity or event, issue receipts from receipt books we provide. You must not use your own generated receipts or ready-made receipt books such as those found in news agencies. So long as you have not deceived the donor or made any misleading or inaccurate representations with respect to the money received or the receipt, what the donor does with the receipt is the responsibility of the donor.

6.2 You must return all receipt books to us (including completed books, books that have been partially used and books that have not been used at all) within four weeks after the conclusion of your fundraiser event or activity.



AGREEMENT TO FUNDRAISE

Yes! We understand the terms and conditions under which any fundraising activities benefiting The Potter's Village (POVI) need to operate. We will endeavour to ensure that The POVI representatives are informed of the development of any fundraising concepts and approve any promotional material or media releases citing The POVI as the beneficiary.

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Your Name

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Your Title: Mr. / Mrs. / Ms. / Dr.

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Name of community/ Company/ Group

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Position Held by Event Coordinator

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Your Address

.....
Suburb Region Postcode

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Your Contact Phone/ Mobile

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Your Email

Please describe your proposed fundraising activities/ events including date, venue and venue address:

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How will funds be raised?

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Estimated Donation:

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I have read the terms of agreement and offer to hold my fundraising event in accordance with The Potter's Village's guidelines. I understand my obligations with regards to sending the proceeds raised to The POVI within 14 days.

I, (Fundraiser's Name) agree to conduct my event (Event Name) in a manner which upholds The Potter's Village integrity, professionalism and values.

I agree to inform The POVI if the details of my event deviate from those stated in the Terms & Agreement.

Signed:

Date: