

# PARKINSON'S VICTORIA: Team Parkinson's Challenge Conditions for Fundraisers and Challenge Participants

This document sets out the arrangement which you must agree to abide by when collecting money for Parkinson's Victoria or participating in any activity in relation to the Team Parkinson's Challenge. Acceptance of these conditions is a prerequisite of all participants joining the Team Parkinson's Challenge.

**Please ensure you have read and understood these conditions PRIOR to completing and signing your Participant and Trip Registration form.**

By signing the *Trip and Registration* form you agree that you have read and accepted the conditions outlined in the *Conditions for Fundraisers and Challenge Participants* form.

This document is categorized under the following headings:

1. Authorization
2. Planning
3. Fundraising
4. Costs
5. Media/Promotion

**1) Authorization:**

- The Fundraiser must only use lawful means to fundraise for Parkinson's Victoria and must not engage in any activity which harms, or is likely to harm, the reputation of Parkinson's Victoria. Fundraisers must behave in an appropriate and respectful manner when fundraising.
- A **Fundraising Authorization Letter** and **Fundraisers Authorization Card** will be supplied to each Fundraiser and must be produced/worn whenever the fundraiser is collecting funds from the public.
- Fundraisers must be registered with Parkinson's Victoria and have received their **Authority to Fundraise Letter** and **Fundraisers Authorization Card** PRIOR to undertaking any fundraising activity.
- Parkinson's Victoria prohibits Fundraisers from undertaking the following fundraising methods
  - Door-to-door knocking
  - Soliciting donations in public places such as shopping

centers. Permission for this type of fundraising may be granted by special permission from Parkinson's Victoria. The fundraiser must first contact Parkinson's Victoria with a fundraising proposal form outlining their request.

- The Fundraiser must make it clear in all their dealings with all actual and prospective supporters/donors/sponsors that they do not represent Parkinson's Victoria and that they are acting on their own behalf to raise funds for Parkinson's Victoria, which will be forwarded to Parkinson's Victoria.
- The Fundraiser is not an employee or agent of Parkinson's Victoria, nor are they acting in any other representative capacity for Parkinson's Victoria. Participants undertake all fundraising activities on their own behalf and at their own risk. Parkinson's Victoria will not be liable for any injury, damage or loss sustained as a result of any fundraising activities.
- The Fundraiser is not covered by Parkinson's Victoria public liability insurance, unless with prior arrangement and only in relation to certain events/activities.
- Parkinson's Victoria reserves the right to withdraw approval of the Fundraiser to participate in the Team Parkinson's Challenge and to fundraise at any time, should it be deemed necessary to do so. In this instance, fundraising must cease immediately and the **Fundraising Authorization Letter** and **Fundraising Authority Card**, together with all monies raised and relevant reconciliation documents, must be returned to Parkinson's Victoria within 7 working days.
- The Fundraiser understands that Parkinson's Victoria has the right to withdraw approval of any event/activity at any time should the event/activity organisers fail to comply with these conditions.

**2) Planning:**

- The Fundraiser must complete a

**Fundraising Proposal Form** for each of their proposed fundraising events/activities and submit this to Parkinson's Victoria or its authorized agent. The form should clearly outline the nature, extent and duration of their proposed activity, with a clear budget and projected income and expenses. This enables Parkinson's Victoria to ensure that appropriate and relevant government and statutory guidelines that relate to our status as a Deductible Gift Recipient and Registered Fundraiser have been adhered to.

- The Fundraiser may not commence organizing or promoting a fundraising event or activity unless the **Fundraising Proposal** form has been submitted and approved (fax/email/letter) by Parkinson's Victoria or its agent.
- The Fundraiser accepts that Parkinson's Victoria is unable to undertake a coordination role in the Fundraisers event or activity. This includes: sourcing prizes or support for their event/activity; providing staff to assist in doing so or during the event/activity; organizing or securing publicity.

**3) Fundraising:**

- The Fundraiser agrees to make it clear to all actual and prospective donors/sponsors/supporters that the cost of organising and promoting the Challenge that they are participating in, including the trip, will be paid out of the money raised. All monies over and above this amount will be a donation to Parkinson's Victoria.
- The Fundraiser agrees that as a requisite to their participation in the Team Parkinson's Challenge and securing their place on the trip they must raise a minimum of \$7000 (not including the \$550 registration fee) for Parkinson's Victoria and that the total amount must be raised and banked at least six (6) weeks prior to the departure date.
- The Fundraiser agrees to raise and bank the first \$650 of their \$7000 fundraising target within six (6) weeks of registration.

# PARKINSON'S VICTORIA: Team Parkinson's Challenge

## Conditions for Fundraisers and Challenge Participants

- The Fundraiser agrees that if they fail to reach their fundraising target of \$7000 within the specified time, they become ineligible to participate in the Challenge or join the trip. Funds raised remain the property of Parkinson's Victoria. The Fundraiser may be able to join a later challenge, subject to conditions.
- The Fundraiser agrees to relinquish all funds raised to Parkinson's Victoria as soon as possible and no later than two weeks following the completion of the particular event. In the case of ongoing events, funds raised must be relinquished to Parkinson's Victoria every two weeks for the duration of the activity.
- The Fundraiser agrees to comply with the following financial procedures when dealing with funds collected for Parkinson's Victoria:
  - To promptly remit all monies collected for Parkinson's Victoria to Parkinson's s our reference for this transaction.
  - Funds raised must be deposited within two weeks of collecting those funds.
  - To provide Parkinson's Victoria with the details of all donations and, in the case of conducting a fundraising event/activity, to complete and return a **Proceeds from Fundraising Activities** form.
  - The Fundraiser must prepare and submit, at the time of banking their funds and/or every two weeks, a complete, accurate and true record of all monies raised and banked for the period/event. This must include a full account of expenses incurred through the generation of these monies.
- The Fundraiser must advise Parkinson's Victoria or its authorized agent of any corporate sponsorship/support they intend to seek.
- Participants may not transfer part of their funds to another participant. All funds raised must be relinquished to Parkinson's Victoria and remain the property of Parkinson's Victoria.
- If the Fundraiser cancels from the Challenge before the cut off date or

before fundraising the required target, they are obliged, by law, to forward all funds raised immediately to Parkinson's Victoria, together with an accurate and true record of monies raised and expenses incurred.

- It is the responsibility of the Fundraiser to ensure monies collected through workplace giving or matched workplace giving are received by Parkinson's Victoria by the fundraising deadline. It is also the Fundraiser's responsibility to ensure Parkinson's Victoria is advised as to the nature of these donations, to ensure they are correctly allocated to the Fundraisers tally and receipted promptly and correctly.

#### 4) Costs:

- All costs and debts associated with the Fundraisers choice of fundraising events/activities remains the responsibility of the Fundraiser.
- The Fundraiser understands that a non-refundable fee of \$550 is a prerequisite in order to register their participation in the Team Parkinson's Challenge. Further, they understand that this fee cannot be fundraised and does not count towards their fundraising target of \$7000 (minimum).
- The Fundraiser understands that they will e required to pay additional costs such as airline taxes, visa fees, personal travel insurance and the like. These costs may not be paid from their fundraising monies. The Fundraisers understands they may also be required to pay an additional surcharge on their trip directly to World Expeditions in the case of fluctuating Australian exchange rates. This may not be known until closer to the date of departure. World Expeditions will advise the Fundraiser should this occur.

#### 5) Media/Promotion

- The name and logo of Parkinson's Victoria may only be used in relation to fundraising activities associated with the Team Parkinson's Challenge. The Fundraiser must first seek and gain the approval of Parkinson's Victoria to use the name and logo of

Parkinson's Victoria on any and all promotional materials (both hard copy and digital) PRIOR to disseminating this material.

Materials must be submitted for approval and use of the logo and organisation name will attract certain conditions. This enables Parkinson's Victoria to ensure the message about the cause, organisation and its work is correct; that the allocation of funds (to Parkinson's Victoria and World Expeditions) is clearly stated; relevant government and statutory guidelines have been adhered to; and answer any questions from the public with confidence.

- Promotional and media materials should clearly state where the funds will be forwarded (i.e. travel costs to World Expeditions, and fundraising target, over and above the travel costs, to Parkinson's Victoria).
- It is a condition of participating in the Team Parkinson's Challenge that the Fundraiser grants permission to Parkinson's Victoria to use any photographs, videotapes, motion pictures, recordings or any other records of this event for promotional or marketing purposes.

**In addition to the conditions outlined in this document, the Fundraiser is bound, and agrees to abide by, any conditions set out in the *Registration form and the World Expeditions Terms and Conditions form.***

**In signing the *REGISTRATION form* you are agreeing that you have read and understand the conditions outlined in the *Conditions for Fundraisers and Challenge Participants form*, and agree to abide by them.**