

## ACTIVE COMMUNITY SUPPORT & RAISING FUNDS Guide to Your Responsibilities

Thank you for your interest in raising funds to assist Multicap in supporting people with disabilities.

Multicap is a high needs disability support organisation, established in 1962, providing individual, respite, and family support in Queensland. Multicap relies on government grants and the generosity of local communities, businesses, and individuals like you to complement our services.

Your inspirational and entrepreneurial activities to raise funds are a great way for you to have fun and make a difference to the lives of Queenslanders living with high needs disabilities.

This guide was compiled to assist you with your fundraising activities as well as ensuring the activities comply with fundraising regulations and Multicap's values. The following also outlines the terms and conditions you agree to abide by. Please ensure you read these Guidelines before you complete your Application for Authority Form or your Fundraising Campaign Proposal Form.

### **Active Community Support & Fundraising Campaigns**

1. Active Community Support covers a wide scope of activities that are developed with the purpose of raising funds for the benefit of Multicap (ie. new or established, one off or annual, specific period ongoing initiatives etc).
2. Individuals, schools, sporting clubs, corporations, small businesses, community groups and industry associations are examples of organisations who can submit an Application for Authority Form or a Fundraising Campaign Proposal for consideration to raise funds for Multicap.
3. The organiser is the actual person/contact/organisation responsible for the running and management of the proposed fundraising activity.
4. Active Community Support activities cannot be used for your own direct commercial gain or profiteering.
5. Fundraising Campaign proposals should refer to a cause related marketing campaign: usually includes activities that are based on the sales of a specific product with a percentage of proceeds going to Multicap.
6. As the organiser you must guarantee that the quality of your fundraising activity or campaign does not refer to Multicap in any way that may damage our reputation, bring our organisation into any disrepute, or reduce respect for our brand.
7. Any changes to your community support activity or your fundraising campaign after the approval process need to be forwarded in writing to Multicap for further review prior to the activity being held.
8. Multicap reserves the right to terminate our support for your fundraising activity or fundraising campaign at any time if there appears a likelihood of the organiser failing to meet any of the above responsibilities.

## ACTIVE COMMUNITY SUPPORT & RAISING FUNDS Guide to Your Responsibilities

### Application for Authority to Raise Funds & Fundraising Campaign Proposals

9. You must be approved to fundraise on behalf of Multicap.
10. You must submit an Application for Authority Form for the Active Community Support activity or a Fundraising Campaign proposal. Please allow 48 hours for your Application for Authority Form and Campaign Proposal confirmation to be received. Approval can take between 5-10 working days.
11. Your fundraising activity or your fundraising campaign should not proceed until you have received a Letter of Authority, which includes an identification number, from Multicap following approval of your Application for Authority Form or proposal. You can use this letter to enhance the credibility of your fundraising activities for Multicap to the attendees of your event.
12. Your Application for Authority Form or your Proposal will only be approved if
  - Multicap has received sufficient written information including a signed agreement to the terms and conditions outlined in these Guidelines to Your Responsibilities.
  - Your activity fits within the overall values of Multicap and adheres to any Guidelines to Your Responsibilities outlined in your Application for Authority Form.
  - Your raising funds activity or your campaign does not involve any unnecessary or high level financial or physical risk to Multicap or the community.
  - Your activity will provide a reasonable return to Multicap based on the information outlined in your Application for Authority Form.

### Logo & Name Usage

13. An approved Active Community Support activity and Fundraising Campaign is entitled to use only the “Inspirational Supporter” logo. This cannot be altered in any way and the organiser is not permitted to use only part of the file.
14. Any related artwork or promotional material will need to be forwarded to Multicap for approval before proceeding with printing or distributing. Please allow at least 3-5 days for this approval.
15. Fundraising activities and all fundraising campaigns must be conducted in the organiser’s name and not create any confusion intentionally or otherwise between your fundraising activity and Multicap.
16. You can state you are ‘Inspirationally supporting Multicap’ on your fundraising materials. You can also mention funds raised will be donated to Multicap but your materials must clearly state the amount or percentage that will be given.
17. Under no circumstances can you manufacture, sell, or license any goods bearing the name or logo of Multicap. Multicap can provide a limited range of branded materials for your activity, such as brochures and our Wishing Wells as needed.
18. You are not permitted to represent, nor authorised to speak on behalf of, Multicap in any official capacity, however you can speak on behalf of your fundraising activity.

## ACTIVE COMMUNITY SUPPORT & RAISING FUNDS

### Guide to Your Responsibilities

#### **Insurance & Legal Matters**

19. As the organiser you must ensure that any fundraising activities meet best practice requirements for the relevant fundraising guidelines. It is the sole responsibility of the organiser to ensure relevant permits, authorities, and/or licences are obtained.
20. As the organiser you are responsible for ensuring the safety of any activity, including public liability insurance, providing first aid services, and alike.
21. You must not conduct door-to-door street collections, or telemarketing to the general public for donations as part of your fundraising activities.
22. Children under the age of 16 must be accompanied by an adult when collecting any donations/money.
23. You must inform Multicap of any prior or current criminal convictions. Prior criminal convictions may not necessarily stop you from being able to support Multicap, but they will be taken into account when considering your suitability as an organiser for any fundraising activities.
24. As the organiser you agree to release Multicap to the fullest extent permissible under law for all claims and demands of any kind associated with your fundraising activity. Further, you agree to indemnify Multicap from and against all liability or costs that may arise in respect to any damage, loss, or injury occurring to any person in any way arising at, or from, your activity caused by breach of these responsibilities, or your negligence.
25. You must ensure you have relevant insurance to meet requirements for your activities (eg. hold public liability cover).

#### **Financial Management**

26. It is solely your responsibility as the organiser to ensure appropriate financial management of your fundraising activity and that the activity does not involve any unnecessary or high level financial or physical risk to Multicap or the community.
27. Your activity will provide a reasonable return to Multicap based on the information outlined in your Application for Authority Form budget or your Fundraising Campaign proposal.
28. If your activity is being specifically held to raise funds for Multicap you should aim to return 75% of income. If your expenditure exceeds 25% you should clearly show where the additional income was required to be spent and why (ie. hire of venue if sponsorship or ticket sales did not achieve target).
29. As the organiser you must hold onto all funds raised until your activity is completed. You must ensure any funds raised are kept in a secure place, full records of income and expenses are made, and that these are then sent to Multicap within 14 working days of your activity concluding.
30. No expenses are to be made in the name of Multicap.
31. You must ensure that costs incurred in organising the fundraiser are fair and reasonable, and only include your direct activity expenses (ie. food and beverage, venue hire, entertainment).

## ACTIVE COMMUNITY SUPPORT & RAISING FUNDS

### Guide to Your Responsibilities

32. You must reconcile the sale of any Multicap Lottery tickets or Monte Lupo Arts related merchandise and return any unsold items that were received as part of your activity.
33. As the organiser you are the only one able to collect cash, cheques or money/postal orders for any fundraising activity. Cheques and money/postal orders should be made payable to Multicap. Credit card donations can be made online at [www.multicap.org.au](http://www.multicap.org.au). Multicap Wishing Wells can be supplied for collecting cash.

#### Donation Receipts

34. Multicap is a Registered Charity and a Deductible Gift Recipient and can issue receipts if no goods or services are received in return for donations over \$2.
35. You cannot claim a tax deduction on behalf of others. As the organiser you will need to obtain individual details on the Donations Receipt Form and return to Multicap. Multicap will then forward receipts directly to individual donors.
36. If an organisation donates goods or services to your fundraiser and requests a receipt, you must forward a letter stating the value of their donated product to Multicap with your request. Multicap will then issue a letter of acknowledgement of their donation for your fundraising activity directly to the organisation for their use in applying for a possible tax deduction.

#### Returning Your Funds Raised

37. As the organiser you need to complete the Funds Raised Form and return it to Multicap, along with the Donations Receipt Form if required, and any funds raised within 14 working days of your activity concluding.
38. Do not send cash in the post when returning your funds raised. The preferred method of payment is a cheque or money order, made payable to Multicap and forwarded to 269 Padstow Road, Eight Mile Plains QLD 4133. You can telephone Multicap to pay your funds by credit or debit card, or directly into our bank account. You can also pay in person at our Registered Offices.
39. Multicap would be most grateful if you could advise the Marketing & Communication team at the contact details below when you are returning the funds raised or merchandise to ensure your contribution is received. Please remember to include your identification number.
40. Multicap will forward you a letter acknowledging that the funds have been received and a certificate of appreciation to thank you for your support.

#### Contact Details

Please contact our Marketing & Communication team on 3340 9000 or email [events@multicap.org.au](mailto:events@multicap.org.au) for more information.

Thank you for your wonderful support. Together we make a positive circle of support... In all ways and always.