

## **GUIDELINES AND CONDITIONS FOR FUNDRAISING IN SUPPORT OF INTERNATIONAL WOMEN'S DEVELOPMENT AGENCY (IWDA)**

To host an event or to raise money in support of IWDA, you must agree to abide by these guidelines and conditions for fundraising. Please read these guidelines and conditions carefully before registering to hold a fundraising event.

1. These guidelines and conditions for fundraising in support of IWDA form the basis for conducting a fundraising activity. The guidelines and conditions for fundraising in support of IWDA must be read and accepted, which is indicated by signing the fundraising event registration form.
2. The fundraising event registration form must be completed and returned to IWDA before any fundraising activity or event is commenced (no fundraising event may be conducted without approval). If you have any queries regarding these guidelines and conditions, please contact IWDA's Fundraising and Communications department on 61 3 9650 5574.
3. The fundraiser must keep IWDA informed about the event, and any changes to the original details must be reported.
4. Due to resource constraints, IWDA is unfortunately unable to assist in organising prizes, sponsorship or donations for your fundraising event.
5. All expenses associated with the conduct of the fundraising event must be authorised by IWDA beforehand, and must not exceed 40% of gross proceeds. Additionally, all expenses must be documented and receipts must be provided.
6. All funds raised, appropriate financial documentation (such as receipts) and a statement of income and expenditure should be forwarded to IWDA no later than 14 days after the completion of the event.
7. All proceeds from the fundraising event are to be mailed to IWDA in the form of a cheque/money order, accompanied by a letter clearly stating event details (necessary for IWDA financial records), and accompanied by financial documentation and a statement of income and expenditure.
8. Receipts will be issued by IWDA when a donor or sponsor requests one. Fundraisers should make sure they ask donors and sponsors if they require a receipt, and if so, indicate this on the sponsorship and donation forms. IWDA will mail receipts directly to donors and sponsors.
9. Permission must be obtained to use the IWDA logo. Please contact IWDA's Fundraising and Communications department on 61 3 9650 5574 for more information.
10. There may be promotional material available on the IWDA website for specific fundraising events, however, all additional promotional material must be authorised by IWDA.

media enquiries beyond the scope of the fundraising event should be referred to IWDA's Fundraising and Communications department on 61 3 9650 5574.

12. Fundraisers must make it clear that they are not acting on behalf of IWDA (as a representative or employee of the organisation), but are fundraising in support of the organisation and its projects.

13. If it becomes necessary for the fundraiser to cancel a planned event, then all funds raised, appropriate financial documentation, a statement of income and expenditure (if applicable) and any IWDA materials must be forwarded to IWDA within 14 days of notification of event cancellation.

14. IWDA reserves the right to withdraw fundraising approval if it becomes necessary to protect its reputation or stated goals. If this should become necessary, the fundraiser must cease all fundraising activity immediately and return all funds raised, appropriate financial documentation, a statement of income and expenditure (if applicable) and any IWDA materials to IWDA within 14 days of notification of withdrawal of fundraising approval.

15. IWDA reserves the right to withdraw fundraising approval if at any time it appears likely that the fundraiser is failing to adhere to any of the guidelines and conditions for fundraising in support of IWDA.

16. IWDA requires all fundraisers to discuss the issue of public liability insurance with the organisation prior to the commencement of any fundraising activity or event. Please contact IWDA's Fundraising and Communications department on 61 3 9650 5574 for more information.

