

## Guide to Conducting a Fundraising Event

JDRF greatly appreciates the support of our members, corporations, organisations and the wider community. To help you organise your event, we have put together a list of points that need to be adhered to in order to protect all participating parties. If you have any questions, JDRF staff in each state will be more than happy to assist you.

The organiser of any fundraising event or activity needs to abide by all State or Territory charities legislation and apply for any permits and authorities that may be required. This includes all raffles, bingo, vending tickets, other games of chance or any public appeal. Different states have their own legislation, which should be checked beforehand. If you require guidance in this area, please ring JDRF. Copies of any permits must be sent to JDRF.

The organisers must agree and acknowledge that only JDRF's Board of Directors is authorised to approve spending of any funds raised. Organisers wishing to use JDRF's name and logo must gain approval from JDRF. All artwork must meet JDRF's current branding guidelines.

JDRF's insurance policy does not cover events conducted by external organisations, only individuals. Organisers are advised to ensure they have the relevant insurance and indemnity considered necessary for any event that involves the general community or individual members of the public.

All publicity in reference to the fundraising event/activity should clearly state that the

event/activity is being organised by yourself or your company. It must be made clear in all promotional material that JDRF is either the only beneficiary, or is one of a number of charities benefiting from the event.

The organisers must not represent themselves as having any agency relationship with JDRF.

The organisers must not incur any expenses in the name of JDRF.

All proceeds of the event held in JDRF's name are to be remitted within four weeks of completing the event or activity.

The organisers must fill in the External Fundraising Proposal and Notification form and return it to JDRF National Office for approval before conducting an event. Forms available by calling JDRF.

Once your event has been approved, the Foundation will nominate an event number to you or your organisation. To assist the Foundation in processing all queries quickly, please quote the event number in all correspondence with the Foundation.

**JDRF would like to thank you for helping bring us a closer to a cure for the 140,000 Australians who suffer from type 1 (juvenile) diabetes and the threat of its devastating complications.**