



AEIOU – for children with autism

Fundraising Terms and Conditions

We are extremely grateful for all of the generous support we receive from individuals and organisations who host fundraising events for AEIOU.

The below terms and conditions are a guideline to assist groups and individuals with fundraising activities to benefit AEIOU – for children with autism.

- All terms and conditions are to be adhered to when you undertake your event.
- Please read all terms and conditions BEFORE signing your registration and agreement forms.
- Terms and conditions may vary due to individual event.

The terms and conditions are designed to protect the public, the event organiser and AEIOU from unnecessary risk.

If you have any questions please contact AEIOU Fundraising Manager Margie Lynch (07) 3849 6100 / 0408 288476 / margie.lynch@aeiou.org.au

Terms and conditions

1. '**Event organiser**' is the individual or organisation that is holding the fundraising activity (**beneficiary event**), raising funds for AEIOU.
2. To organise a **beneficiary event** for AEIOU the **Event organiser** needs to provide a clear description of the event as well as complete, sign and return the Registration form. This acknowledges that you have read and agree with AEIOU terms and conditions.
3. Your **beneficiary event** is NOT an 'AEIOU fundraising event' but an event raising funds to be donated to AEIOU.
4. The event will be conducted in the **event organiser's name** and is the sole responsibility of the **event Organiser**.
5. AEIOU are not responsible for and can't guarantee assistance in prize collecting, publicity or providing goods and services to assist the **event organiser** in the running of the event. However, we are happy to offer advice where possible.
6. The **event organiser** can not approach AEIOU sponsors (see website) without prior approval from AEIOU. This is to ensure that there is no confusion with the sponsor.
7. The **event organiser** is not permitted to use AEIOU letter head for their event letters, however AEIOU are happy to write a covering letter acknowledging your event and support there of.

8. All advertising & printed material using the AEIOU name or logo must have approval from AEIOU prior to circulation. Suggested wording is '*proudly supporting AEIOU – for children with autism*' or '*AEIOU – for children with autism are proud to be associated with*'
9. All prizes donated to your **beneficiary event** are donated to AEIOU and need be returned to AEIOU if uncollected/unused.
10. AEIOU can provide official receipt books for your event. Please return all receipt books (used and unused) to AEIOU, PO Box 806 NUNDAH QLD 4012 within 10 days of event.
11. All money raised and details of actual income and expenditure from the **beneficiary event** needs to be given to AEIOU within four weeks of the event.
12. Tax deductible receipts can only be issued to people donating money directly to AEIOU of \$2 or more.
13. Raffles run by the **event organiser** must comply with the state laws on lotteries and gaming. AEIOU and / or the ATO can provide clarification of what is and is not tax-deductible. ****** Donations are tax-deductible where the donor received nothing of value in return for their donation. Event tickets, raffle tickets, live and silent auction purchases are NOT tax-deductible.**
14. The **event organiser** is responsible for ALL expenses relating to their event..
15. The fundraising activity must meet requirements of relevant laws and regulations
16. All financial aspects, fundraising, raffles record keeping and management of the fundraising activity are entirely the responsibility of the **event organiser** and must comply with the Charitable Fundraising Act and Regulations.
17. AEIOU has public liability to cover 'AEIOU Events' NOT **beneficiary events**
18. All beneficiary events need to be approved by AEIOU. Please complete, sign and return the registration form attached for approval.
19. If you require volunteers for your **beneficiary event** please fill in the volunteer form provided and attach to your registration form
20. The **event organiser** needs to have 'authority to fundraise'. AEIOU will issue an authorisation letter confirming AEIOU's involvement once we have received your registration form, a clear outline of your event, and are satisfied that your 'beneficiary event' agrees with the AEIOU terms and conditions.
21. Due to the high ethical standards under which we operate the **event organiser** is NOT authorised to use AEIOU as its beneficiary charity until you has received the confirmation letter.
22. AEIOU reserve the right to refuse to sanction events deemed to contravene its policies.

Registration Form:

EVENT ORGANISER DETAILS	
Name	
Company Name	
Postal Address	
Street Address	
Day time phone	
Mobile phone	
email	

EVENT DETAILS	
Date	
Venue	
Number of Guests	
Type of event. E.g. corporate lunch, golf day, walk-a-thon birthday party etc.	
Any requests/questions	

VOLUNTEER REQUEST	
Date	
Venue	
Number required	
Duties	
Special requests.	

BRIEF EVENT DESCRIPTION
This event is... for children with autism