

## Fundraising for Miracle Babies Foundation

*Thank you for your interest in Miracle Babies Foundation and your enquiry to be raise funds on our behalf.*

Before you get started in your fundraising for Miracle Babies Foundation, we will need to authorise your fundraising activity.

Please read through the Fundraising Terms of Agreement.

Please sign and complete all sections of the Fundraising Proposal and Agreement form and return to Miracle Babies Foundation via post to:

Miracle Babies Foundation Fundraising  
PO Box 95  
Moorebank NSW 1875

or by fax to: 02 9755 4111

If your event is suitable, Miracle Babies Foundation will send you an authorisation or 'sanction' letter to fundraise on our behalf. *Authorisation to use Miracle Babies Foundation as a beneficiary charity is not permitted until a sanction letter is received.*

Thank you again for your support. If you need any further assistance, please contact fundraising on 1300 MBABIES (1300 622 243) or [fundraising@miraclebabies.com.au](mailto:fundraising@miraclebabies.com.au)

We look forward to hearing from you.

## FUNDRAISING TERMS OF AGREEMENT

The Australian Government has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Acts in each state, anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the organisation, Miracle Babies Foundation Ltd.

### BECOMING A MIRACLE BABIES FOUNDATION FUNDRAISER

Before you get started in your fundraising for Miracle Babies Foundation, we will need to authorize your fundraising activity.

- Any person, organisation, group or other, fundraising in the name of Miracle Babies Foundation needs to accept the following terms and register their fundraising activity with Miracle Babies Foundation. Please contact us if you have any questions.
- Please read through these Terms of Agreement, then complete and sign the Fundraising Proposal and Agreement accepting Miracle Babies Foundation fundraising terms.
- Return the Fundraising Proposal and Agreement form to Miracle Babies Foundation. If your event is suitable, Miracle Babies Foundation will send you an authorization letter or 'sanction' letter to fundraise on our behalf.

***The Fundraiser is not authorised to use Miracle Babies Foundation as its beneficiary charity until it has received the sanction letter.***

### FUNDRAISING FOR MIRACLE BABIES FOUNDATION

- Miracle Babies Foundation may not be able to take a coordination role in your event, such as assistance with ticket sales, soliciting prizes or organizing celebrities. The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangements for the Event must be planned with the approval of Miracle Babies Foundation and Miracle Babies Foundation requires a reasonable level of liaison and information about the Event.
- Any changes made from the original details provided on the Fundraising Proposal and Agreement form must be reported to Miracle Babies Foundation and may result in a new sanction letter to be authorized. Miracle Babies Foundation requires that there be no door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Event.

### FINANCIAL ASPECTS OF THE EVENT

- Any expenditure involved with the conduct of your fundraiser and any disposition of funds and profits resulting from a fundraising appeal must be properly authorized by Miracle Babies Foundation beforehand.
- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the Event. The Charitable Fundraising Acts state this as expenses not exceeding 40% of the gross proceeds.
- The proceeds of the Event, the official sanction letter, and a statement of income and expenditure together with copies of receipts for all expenditure, are to be sent to Miracle Babies Foundation **within 14 days** of the conclusion of the Event.
- Individual receipts for tax deductions for supporters of the Event can be issued by Miracle Babies Foundation if that supporter makes a donation of \$2.00 or more to Miracle Babies Foundation. If supporters would like receipts, please send a list including name, address, and phone number and donation amount.
- When the supporter has received goods or services in return for money given (e.g. purchased raffle tickets or prizes at auction), a tax-deductible receipt cannot be issued.

### THE USE OF MIRACLE BABIES FOUNDATION NAME AND LOGO

- The Fundraiser has no right to the name 'Miracle Babies Foundation' nor is the Fundraiser given the right to raise funds in this name. This means you cannot call your event a Miracle Babies Foundation event i.e. A Miracle Babies Foundation Trivia Night; however you can call it an event supporting Miracle Babies Foundation.
- Miracle Babies Foundation can sanction the use of a line stating the relationship between the Fundraiser and Miracle Babies Foundation for all fundraiser promotional material. Recommended wording would be: 'This event proudly supports Miracle Babies Foundation' or 'Funds raised will assist Miracle Babies Foundation in supporting premature and sick newborns and their families.'
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to Miracle Babies Foundation for approval and must also state how the proceeds from the event are to benefit Miracle Babies Foundation, eg. 'all proceeds from this event' or 'all proceeds from the auction.'
- If the Fundraiser wishes to use the Miracle Babies Foundation logo on any materials or products, the Fundraiser must obtain prior written permission from Miracle Babies Foundation. Please contact Miracle Babies Foundation for more details.
- Miracle Babies Foundation does not encourage the use of our inspirational babies or children in events or in the media in any way that would compromise their privacy. Should you wish to include some stories, testimonials or case studies in your promotional material Miracle Babies Foundation will be able to provide you with appropriate material.

### MEDIA AND PUBLIC RELATIONS

- All media materials and press releases must be approved by Miracle Babies Foundation prior to circulation. We are happy to discuss any ideas you may have and provide an example press release.

### MIRACLE BABIES FOUNDATION REPRESENTATIVES

- A Miracle Babies Foundation representative may be arranged to attend your event. Please discuss your wishes with your Miracle Babies Foundation contact at the time of organizing your event.

### PERMITS

- Some activities require permits e.g. raffles where the total prize pool is over a certain amount. - Permits are also required by councils and shopping centres for outdoor events.
- If you have any queries please visit [www.australia.gov.au](http://www.australia.gov.au) and search under 'Gaming and Racing' for a full list of local gaming authorities in your relevant state.

### LIABILITY

- All aspects of financial and public liability and public safety are the responsibility of the event organizer. As Miracle Babies Foundation is not the event organizer we are unable to cover any liability on your behalf.
- The Fundraiser agrees to release Miracle Babies Foundation to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of Miracle Babies Foundation or its agents. Therefore, please ensure that any space or venue for your fundraising activities has the required public liability insurance.

**Thank you for your support!  
We are sure that you'll enjoy fundraising for Miracle Babies Foundation and sharing in our passion of supporting premature and sick newborns and their families.**

# Miracle Babies Foundation Fundraising Proposal and Agreement Form

Contact Person: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Proposed Event: \_\_\_\_\_

Date/s of Proposed Event: \_\_\_\_\_

Venue of Proposed Event: \_\_\_\_\_

Please describe your proposed fundraising activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will funds be raised? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Names of any other beneficiaries? \_\_\_\_\_

- Yes, I have read the terms of agreement and agree to hold my fundraising event in accordance with the Miracle Babies Foundation Guidelines. We will ensure that Miracle Babies Foundation representatives are informed of the development of any fundraising concepts and approve any promotional material or media releases citing Miracle Babies Foundation as the beneficiary. I understand my obligations with regards to sending the proceeds raised to Miracle Babies Foundation within 14 days.**

I, \_\_\_\_\_ agree to conduct the above proposed event in a manner which upholds Miracle Babies integrity, professionalism and values. I agree to inform Miracle Babies Foundation if the details of this event deviate from those stated on this form.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

Please return this completed form to:  
Miracle Babies Foundation Fundraising, PO Box 95, Moorebank NSW 1875 or fax to: 02 9755 4111