

Terms & Conditions

Thank you for considering **WWF-Australia** (World Wide Fund for Nature Australia) as the beneficiary of your Earth Hour fundraising activity.

To help you coordinate your fundraising activity, and in order to comply with relevant fundraising and charity legislation, we have compiled the following Terms & Conditions that outline our mutual responsibilities and obligations.

The Terms & Conditions outlined in this document apply to a 'Community Fundraiser', which is an individual or organisation conducting the fundraising activity on behalf of WWF-Australia ('WWF'). These Terms & Conditions constitute an agreement which will be binding for WWF and you, the Community Fundraiser.

If you need further information, please don't hesitate to contact our Earth Hour Team by calling **1800 032 511** or emailing EarthHour@wwf.org.au.

Authority to fundraise for WWF

1. WWF is legally required to approve and authorise all fundraising activities. If the Community Fundraiser's event is approved, WWF will send the Community Fundraiser an 'Authorisation to Fundraise' letter. This can only be issued when WWF:
 - has received details of the Community Fundraiser's registration
 - is satisfied the fundraising activity will represent WWF appropriately, upholding WWF's **values and brand**
 - is satisfied the fundraising activity can produce a reasonable financial return after expenses have been deducted
 - is satisfied that the fundraising activity is not high risk to the Community Fundraiser or to WWF's
2. The Community Fundraiser is not officially authorised to use WWF as its beneficiary charity without a signed 'Authorisation to Fundraise'

Any changes to the details provided in the Community Fundraiser's registration form must be reported to WWF prior to the fundraising activity beginning and may require a new 'Authorisation to Fundraise' letter that supersedes the first.

3. Authorisation for repeat activities must be requested from WWF each time, unless otherwise stated.

Fundraising for WWF

4. The fundraising activity will be conducted under the name of the Community Fundraiser and is the sole responsibility of the Community Fundraiser.
5. WWF is unable to take a coordination role in the fundraising activity. This includes financial management, human resources, marketing, promotion, operations, sponsorship, procurement and soliciting of prizes and auction items. Where possible, advice and support will be offered.
6. The fundraising activity must be conducted in accordance with all federal and state/territory legislation.
7. The Community Fundraiser is required to obtain and maintain any necessary insurance, permits, licenses, consents and authorisations required for the activity. For example, permits are required by councils and shopping centres for events on their grounds; and state/territory government permits may be required to conduct raffles or prize draws. There are also regulations relating to liquor licensing and preparation of food. State/territory guidelines vary. Please check with the relevant governing body for details. Please contact WWF for advice and support if required.
8. WWF does not endorse any fundraising activity that involves telemarketing, door knocking, open bucket collections, violent or dangerous activities, or any activities that do not fit with WWF's missions and goals¹.
9. WWF is unable to provide public liability insurance to cover community fundraising activities, the Community Fundraiser, or their supporters.
10. If the Community Fundraiser plans to solicit contributions, sponsorship or in-kind gifts from businesses, the list of potential business sponsors must be reviewed and approved by WWF prior to

approaching. A list of all contributions by companies must be submitted when making final remittance to WWF.

Financial aspects

11. It is a requirement of the charitable fundraising legislation² in all states and territories that the Community Fundraiser maintains accurate records of income and expenditure associated with the fundraising activity.
12. Donations can be received through the online fundraising page provided through the registration process and will be directly remitted to WWF. Donors who donate over \$2 through the Community Fundraiser's online fundraising page will automatically be emailed an individual tax receipt.
13. WWF cannot pay expenses incurred by the Community Fundraiser but expenses can be deducted from the proceeds of the fundraising activity, provided they are properly documented. The Community Fundraiser must ensure expenses do not exceed more than 40% of the total funds raised.

Offline Fundraisers

14. All proceeds raised offline are to be remitted to WWF within 14 days of the conclusion of the fundraising activity. Please do not send cash through the post. The financial aspects, fundraising, raffles, record keeping and management of the fundraising activity are the responsibility of the Community Fundraiser. The Community Fundraiser must comply with the charitable fundraising legislation in their state/territory³.
15. Individual receipts for taxation purposes can be issued by WWF if a supporter makes a donation of \$2 or more and proceeds from the fundraising activity have been received. Note: When a supporter has received goods or services in return for money given (e.g. purchased raffle tickets, event entry), a tax-deductible receipt cannot be issued.

Media and public relations

16. Due to limited resources, WWF cannot undertake media relations for the Community Fundraiser. All media materials and media releases must be approved by WWF prior to distribution.
17. WWF must be notified of all planned media activity in advance. Any approach to celebrities for support must be discussed with WWF and approved prior to any contact being made.
18. A representative from WWF may be available to attend the fundraising activity however the request must be made well in advance of the event.
19. The level, mode and/or percentage of support for WWF must be explicitly stated on all materials and correspondence relating to the fundraising activity. e.g. 100% of proceeds will be donated; 100% profit will be donated; \$x per item will be donated; income will be split with another charity, etc.

The use of WWF name and logo

20. WWF must always be identified as the 'beneficiary' of the fundraising activity. The Community Fundraiser has no right to the names 'WWF-Australia' or 'WWF' nor the use of the WWF logo. The fundraising activity may be promoted as 'proudly supporting WWF-Australia'. Approved branded templates will be supplied. No variations of these will be approved. Any logo usage must adhere to [Community Fundraising Logo Guidelines](#).
21. The Earth Hour Logo can be used on promotional materials but the Community Fundraiser is unable to use the Earth Hour logo alongside the WWF logo.

Participation of children

22. Throughout Australia, many conditions apply to the involvement of children in a fundraising activity, including minimum ages to volunteer and / or to receive payment.

23. Anyone who engages in relevant child-related work must have a Working with Children Check (or equivalent).
24. Please check with the Community Fundraiser's local relevant authority for further information regarding requirements in that state/territory. If the Community Fundraiser intends to involve children in the fundraising activity, the Community Fundraiser must detail its plans in the registration form where indicated.

1. See <https://wwf.org.au/about-us#gs.pj34mw>
2. See <https://explore.fundingcentre.com.au/help-sheets/fundraising-legislation>
3. See <https://explore.fundingcentre.com.au/help-sheets/fundraising-legislation>