



Conditions of Authority to Fundraise

Your obligations as an authorised fundraiser

Thank you for choosing Support Act as your nominated charity for helping music professionals in crisis. You agree to follow the Conditions set out below and requirements under the charitable collections laws for your State or territory. Please contact us if you have any questions about these conditions or the fundraising requirements in your State or territory. We will do everything we can to provide guidance and support, and we wish you all the best with your fundraiser.

Fundraising generally

1. You must apply for and hold a *Letter of Authority to Fundraise* from Support Act (our **Letter**) for your fundraising event. The Letter will set out the details for your approved fundraising event.

Costs

2. You are responsible for paying all costs associated with your fundraising event. If these costs are fair and reasonable (generally not more than 50% of the total raised) and properly documented, you can deduct the costs of organising the event from the funds raised.
3. You must obtain and hold any necessary insurance, licences, permits and training (including public liability insurance, food service and responsible service of alcohol) needed for your event. You agree to provide us with proof of your insurance and copies of any licences or permits if we request them.

Ticketing and advertising details

4. You must obtain our written approval to before using the Support Act logo in connection with your authorised event. Please consult our logo usage guidelines for general information about the types of use that we usually approve.
5. You must obtain our written approval for all artwork involving the Support Act name or logo before you publish or distribute it.
6. For entertainment events, all advertising and tickets (if a portion of the ticket price will go to Support Act) must contain:
 - Support Act's name, address, telephone number and website details; and
 - the purpose for which funds are being collected.

Collection boxes

7. If your fundraiser includes collecting cash donations, you must follow our cash collection guidelines and collect donations in the sealed

collection boxes that we provide (and which must be returned to us after the event).

8. You must only use your own collection boxes with our prior approval.

During the fundraiser

9. Collectors must be age 16 or older, and any collector aged 16 or 17 must be supervised by an adult.
10. You must provide and ensure that each collector displays (at all times while fundraising) an identification badge that complies with Support Act's ID badge requirements.
11. If requested by a donor, the collector must provide them with an information sheet that contains Support Act's name, contact name, address, telephone number and website.
12. If requested by a donor, you must issue a gift receipt for any donation of \$2 or more. Please use Support Act's gift receipt template which provides the required details for each receipt.
13. You must not approach the general public with door to door, street or telephone collections.

After the event

14. Immediately after the event, your cash handler must count and record the amount collected.
15. Within **7 days** after your event, the cash handler must pay the fundraising proceeds to Support Act by bank transfer, and provide Support Act with a completed Event Summary form and any relevant receipts.

General

16. You agree not to do anything that could risk damaging Support Act's reputation and/or bring our name into disrepute.
17. Support Act reserves the right to withdraw our Letter at any time without warning or notice if you do not meet any of these Conditions.