



## Conditions for Fundraisers in the Great Australian Bike Ride

(For people paying for a place on the Great Australian Bike Ride and who wish to fundraise for the Australian Rotary Health Research Fund)

### AUTHORISATION

1. A Fundraiser Registration Form must be completed and returned to the Australian Rotary Health Research Fund (ARHRF). All fundraisers must be 18 years old or over unless given specific permission by the ARHRF. A Fundraiser Authorisation Card will be forwarded to cover the duration of the fundraising activities. Fundraisers must be registered with the ARHRF and have received their Authorisation Card prior to undertaking any fundraising activity. Fundraisers must behave in an appropriate and respectful manner when fundraising.
2. Fundraisers are not employees or agents of the ARHRF, nor are they acting in any other representative capacity for the ARHRF. However, fundraisers, in the course of their duties as voluntary fundraisers, will be covered for public liability by the ARHRF.
3. Fundraisers must make it clear in all their dealings with the public, sponsors and supporters that they do not represent the ARHRF, but are acting on their own behalf to raise funds which will be forwarded to the ARHRF.
4. The attached fundraiser registration form must be completed and returned to the ARHRF. A Fundraiser Authorisation Card will be forwarded to cover the duration of the fundraising activity.

### PLANNING

1. Fundraisers seeking to hold specific fundraising activities outside the auspices of a Rotary club must provide the ARHRF with a clear written description of the nature, extent and duration of the fundraising activities and provide a budget of the proposed activities.
2. Any material or products requesting logo representation must be submitted to the ARHRF for approval. Permission for logo usage will attract conditions, negotiated between the ARHRF and the fundraiser, especially if the logo is marketing the activities of an organisation. A minimum donation amount may have to be guaranteed.

### PUBLICITY

1. All publicity should clearly state the intention for the money raised, e.g. '**All proceeds go to The Australian Rotary Health Research Fund**'.
2. Copies of all promotional materials that refer to the Great Australian Bike Ride or use the Rotary logo should be forwarded to the ARHRF for approval prior to publication.

## IMPLEMENTATION

1. All costs and debts associated with the fundraising activity are the responsibility of the fundraiser. All funds raised should be forwarded to the ARHRF within two weeks of completion of a specific fundraising activity or, for ongoing activities, every six weeks for the duration of the activity.
2. Any receipt book(s) issued to fundraisers by the ARHRF must be returned within one month of the fundraisers completion of the stage(s) in which they have been involved. Receipts issued will only be verified for taxation purposes if the ARHRF receives the completed ticket butts from the receipt books.
3. The ARHRF **DOES NOT** give registered fundraisers permission to collect from the public by door-to-door collection or by soliciting donations in public places, such as shopping centres. Please note this does not include selling tickets to a fundraising event (you can sell these door to door).
4. Fundraisers must discuss with the ARHRF any intended approaches to potential corporate sponsors for both the individual or bike ride (sponsors here are defined as companies or individuals expecting promotion in return for financial or in-kind donations).

## ADHERENCE TO TERMS AND CONDITIONS

1. The ARHRF reserves the right to withdraw approval to fundraise should it be deemed necessary to protect the reputation of the ARHRF. In this situation, all fundraising must cease immediately and the Fundraiser Authorisation Card and all money raised must be returned to THE ARHRF within seven days.
2. In addition to the above conditions, fundraisers will be bound by the Terms and Conditions set out on the Ride website [www.greataustralianbikeride.org.au](http://www.greataustralianbikeride.org.au) Fundraisers should ensure they have carefully read those conditions.

Please address any further questions about fundraising to:

**Australian Rotary Health Research Fund**  
(ABN 52 006 119 964)  
PO Box 3455, PARRAMATTA NSW 2124,  
Telephone 02 8837 1900, Facsimile 02 9635 5042  
email: [mail@arhf.org.au](mailto:mail@arhf.org.au)