



FREEDOM WHEELS'™ FUNDRAISING GUIDELINES

Thank you for your interest in supporting FREEDOM WHEELS. Through this program, money is donated to the Technical Aid to the Disabled (TAD) charity that provides life changing technology for children with disabilities. Amway and the One by One Foundation are proud to be associated with TAD on this project.

Through 'FREEDOM WHEELS', hundreds of children will be able to experience the excitement of riding a bike for the first time.

These guidelines are designed to ensure that you (the Fundraiser) receive the support you require for your activity, and that the activity meets all legal requirements. Please submit the 'Request to Fundraise on behalf of FREEDOM WHEELS' well before your activity, to assist with your planning & ensure you have appropriate authorisation.

Please note that 'Personal donations' do NOT need to be registered in this manner. For information on how to donate, call Amway or visit a2k.com.au.

THREE STEPS TO BECOMING A FREEDOM WHEELS FUNDRAISER

1. Any organisation, group or individual, fundraising for 'FREEDOM WHEELS'™ must agree to the following guidelines and register their planned activity with Amway for TAD approval.
2. Please read through these guidelines and complete the 'Request to Fundraise form'. If you have any questions, please contact, Nadia Zeaiter at Amway.
3. Post the 'Request to Fundraise form' directly to Nadia Zeaiter at Amway. (Fax copies can not be processed). If your fundraising activity is approved by TAD, Amway will send you an 'Authorisation letter to fundraise for FREEDOM WHEELS'™.

Note: The Fundraiser is not authorised to raise money for 'FREEDOM WHEELS'™ until an authorisation letter has been received.

AUTHORISED FUNDRAISER'S RESPONSIBILITIES ("THE FUNDRAISER")

1. All planning, management, financing and record keeping for the fundraising activity, are conducted in the Fundraiser's name and are the sole responsibility of the Fundraiser.
2. Any changes made to the original 'Request to Fundraise form' must be reported and may require a new authorisation letter.
3. The Fundraiser is responsible for ensuring that activity complies with all applicable laws and guidelines in your state. Information relevant to your activity will be provided with the authorisation letter.
4. The Fundraiser is required to obtain and maintain any necessary permits, licenses, consents and authorisations required for the activity. Note that permits may be required by councils and shopping centres for outdoor activities.
5. Authorisation will not be given for door-to-door appeals, street collection or telephone solicitation of any kind to the public.
6. Raffle prizes must not exceed \$5000 in value.

FINANCIAL MATTERS

1. The Fundraiser must take steps to ensure that expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event. Generally this means that expenses should not exceed 40% of the gross proceeds.
2. The proceeds of the activity and a statement of income and expenditure/Funds Summary are to be returned to Amway within 14 days of the conclusion of the activity.
3. Individual receipts for tax deductions for supporters of the Event can be issued by TAD if that supporter makes a donation of \$2.00 or more. Send a list including name, address, phone number and donation amount if individual receipts are required.
Note: when the supporter has received goods or services in return for money given (e.g. purchased raffle tickets or auction prizes, paid for a meal), a tax-deductible receipt cannot be issued.
4. If good or services are donated towards your activity, provide correspondence from the company or individual, stating the donated value of the goods or services to the activity. Thank you letters will also be issued to the donors-in-kind.

NAMES, LOGOS & PROMOTION

1. The Fundraiser does not have the right to the names TAD, Technical Aid To The Disabled, Amway, Amway of Australia and or 'FREEDOM WHEELS'TM. This means you cannot call your event an Amway, TAD or FREEDOM WHEELS event (e.g. 'FREEDOM WHEELS' Trivia Night'), however, you can refer to support of FREEDOM WHEELS (e.g. 'Trivia Night supporting FREEDOM WHEELS').
2. Amway can authorise the use of a line of copy stating the relationship between the Fundraiser and 'FREEDOM WHEELS'TM for promotional material, such as 'This event proudly supports 'FREEDOM WHEELS'TM' or 'Funds raised will help children with disabilities to ride a bike for their very first time'.
3. Printed material, press releases or advertisements to be used by the Fundraiser in relation to the activity, must be submitted to Amway for approval.
4. If the 'FREEDOM WHEELS'TM, TAD or Amway logos are to be used on any promotional materials, the Fundraiser must obtain prior authorisation from Amway.
5. If you intend to use photos, written testimonials or other media depicting people with disabilities, you must explain your plans in your 'Request to Fundraise form'. Any such use must comply with disability service standards and privacy legislation.

PARTICIPATION OF CHILDREN IN APPEALS

The minimum age for children participating in an appeal as a volunteer is 8 years. Many conditions apply to the involvement of children in an appeal. If you intend to involve children as fundraisers you must explain your plans in your 'Request to Fundraise form'.

THE FOUNDATION REPRESENTATIVE/S

If you would like a 'FREEDOM WHEELS'TM representative (from Amway or TAD) to attend your event, please give 3-4 weeks notice.

LIABILITY

1. All aspects of financial and public liability and public safety are the responsibility of the Fundraiser, who organises the Event/activity. Amway or TAD is not the Event/activity organiser, it does not cover liability on the Fundraiser's behalf.
2. The Fundraiser agrees to release Amway and TAD to the fullest extent permissible under law for all claims, except where such liability arises because of negligence of Amway or TAD or its agents. Please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

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