



## GUIDELINES FOR ORGANISATIONS PARTICIPATING IN THE ROTARY CLUB OF MAFFRA MARDI GRAS 2017

### General

The Rotary Club of Maffra Mardi Gras is open to any community group or organisation from Maffra and surrounds; within the Wellington Shire Council, which has public liability insurance.

The primary purpose is to provide a fund-raising vehicle for groups wishing to raise money for specific purposes within the community.

The Rotary Club of Maffra Mardi Gras parade is the culmination of the fund-raising with winners being announced at the end of the parade.

### Rules

1. Entrants shall have a minimum age of 18 years of age at the commencement of the fundraising period.
2. Groups and organisations which have an entrant in Rotary Club of Maffra Mardi Gras **MUST** provide a float in the parade.
3. Each committee shall nominate two (2) representatives as key contacts and to attend any committee meetings leading up to and including the six week fundraising period.
4. There is a specified fund-raising period of six weeks. This period will commence with the launch on Thursday 2 February 2015 and conclude at 12 noon on Saturday 18 March 2017.
5. The Street Stall caravan is booked for each of the six Fridays during the fund raising period at a cost to your committee of \$40. The Rotary Club of Maffra Mardi Gras committee will allocate specific days for your street stall(s). You may hold street stalls in other towns on days when you have not been allocated the street stall caravan in Maffra, providing there are no entrants from those towns. Entrants representing community organisations outside of Maffra will be allocated days in their community.
6. The Rotary Club of Maffra Mardi Gras Committee will allocate you specific days for selling your raffle tickets in Johnson Street, Maffra. You may sell raffle tickets in other towns on days when you have not been allocated raffle selling days in Maffra, providing there are not entrants from those towns. Entrants representing community organisations outside of Maffra will be allocated days in their community.
7. Entrants should note that Wellington Shire Council approval will be obtained by the Committee for the selling of raffle tickets in Maffra. NB If entrants represent Sale organisations; the Committee will also obtain approval from the WSC for them.

**You will be given a roster containing both your allotted street stall and raffle days at the first meeting after closure of nominations.**

8. Organisations will be allowed to sell raffle tickets up to 8.00 pm on the Saturday of the Parade. **Monies raised between 1.00 pm and 8.00 pm on that day will not be included in total funds raised.**

9. The Rotary Club of Maffra Mardi Gras Committee will allocate each Saturday night during the fund raising period to one of the contestants. Other organisations will not be allowed to fundraise after 6pm on Saturdays.

### **Financial Statements**

10. Each committee shall open and operate a specific bank account, solely for the Rotary Club of Maffra Mardi Gras fundraising.
11. Total funds are to be banked no later than 12 noon on the Saturday of the Parade.
12. Contestants or a representative of their committee are required to meet with the Treasurer at 1.00pm at a venue to be decided on the day of the parade with the following:

Income and Expenditure Statement for each event  
Overall Profit and Loss Statement  
Copies of the bank account used for fund-raising  
Copies of receipts.

### **Retention Amounts**

13. If there are less than three (3) entrants in the Rotary Club of Maffra Mardi Gras, the committee will retain 10% of funds raised provided the combined total raised exceeds \$30,000. If the total is less than this the committee will retain 7.5%.
14. Where there are three (3) or more entrants, the committee will retain 7.5%.

### **SPECIFIC EXCLUSIONS**

- (a) Monies which shall not be included in funds raised:
  - Membership Fees
  - Profits from Poker Machines
  - Bingo Money
  - Donations except those specifically designated for the Rotary Club of Maffra Mardi Gras within the time frame specified about.

(b) Political and lobby groups are not eligible to nominate an entrant nor to enter a float or participate in the Mardi Gras Parade. The Rotary Club of Maffra Mardi Gras Committee has the absolute discretion to decline any nomination it considers to be politically based or representing a lobby group.

**THE ABOVE GUIDELINES MAY BE VARIED FROM TIME TO TIME BY DECISION OF THE COMMITTEE OF THE ROTARY CLUB OF MAFFRA MARDI GRAS AS CIRCUMSTANCES WARRANT.**