

Community Fundraising Proposal



PLEASE COMPLETE THIS FORM AND SUBMIT VIA EMAIL OR SEND VIA POST (DETAILS BELOW)

Fundraiser Information

Name(s) of Organiser:

Organisation (*if applicable*):

Address:

Suburb:

State:

Postcode:

Telephone No:

Mobile:

Email:

Fundraising Details

Nature/name of fundraiser/activity:

Proposed date of your fundraiser/activity:

Venue of your fundraiser/activity:

Venue Address:

Estimated numbers (*if an event*):

Tell us briefly about your fundraiser/activity (*how funds will be raised etc*):

Estimate revenue of Appeal/Event: \$

(This does not mean you are guaranteeing to raise this amount. It is simply an estimated figure.)

Have you ever raised funds previously for Sydney Breast Cancer Foundation? Yes No

Are you under 18 year of age? Yes No

(If yes please ask a parent or guardian to read the terms and condition and complete details below)

Parent / Guardian Name:

Email:

I accept the terms and conditions on behalf of (*fundraiser's name*):

Disclaimer and Fundraising Agreement

I accept the terms and conditions (*page 2*) and agree to conduct my event in a manner which upholds Sydney Breast Cancer Foundation integrity, professionalism and values. I agree to inform Sydney Breast Cancer Foundation if the details of my Appeal/Event deviate from those stated in this offer form.

I understand the activities and risks involved in participating in the fundraising activity; and agree, in consideration of permission to participate in the activities, to release and indemnify Sydney Breast Cancer Foundation, its officers, employees and volunteers and all sponsors (*be they individuals or organisations, singularly or collectively*) from and against all liabilities, claims, damages, suits, expenses, causes of action, injuries, losses or inconvenience of any description whatsoever arising in any way from the fundraising activity that is the subject of this proposal.

Sydney Breast Cancer Foundation reserves its rights to withdraw approval for the fundraising activity at any time if it believes any aspect of the proposed fundraising activity no longer fits within its Fundraising Guidelines.

Good luck and thank you for your support!

PO BOX M70, Missenden Road, NSW, 2050

02 8514 0659 | sbcf@lh.org.au

Community Fundraising Terms & Conditions



These terms and conditions provide the basis for any arrangements between you and Sydney Breast Cancer Foundation in relation to any activities and events you undertake to raise funds for us. They have been prepared to:

- assist you to raise funds for Sydney Breast Cancer Foundation;
 - achieve your fundraising goals;
 - meet government requirements; and
 - ensure any risks to you or to Lifehouse associated with your fundraising are minimised.
1. Activity organisers for Sydney Breast Cancer Foundation must be registered and have an official letter of authority issued for your activity. This is required by law in most States and Territories in Australia and is a requirement of fundraising for Sydney Breast Cancer Foundation.
 2. The activity organiser must fulfil any obligations in the fundraising legislation and/or any regulations in your State or Territory. This includes obtaining an authority to fundraise from your State Government if required, along with necessary permits, licenses, and insurance. This information will be available from your State Government office.
 3. The person whose name appears on the letter of authority is the activity organiser, which makes them solely accountable for managing the fundraising activity in an appropriate and responsible way. The activity organiser must notify Sydney Breast Cancer Foundation of any changes to their activity in advance and must only fundraise for the period of time authorised by Sydney Breast Cancer Foundation.
 4. Sydney Breast Cancer Foundation is unable to coordinate activities on your behalf, however Sydney Breast Cancer Foundation staff will endeavour to provide advice and support where we can, we are unable to assist you with the detailed execution of your activity including for example the soliciting prizes or promoting your event.
 5. It is the responsibility of the activity organiser to ensure the safety of the activity, including organising appropriate public liability insurance and providing first aid services if they are needed.
 6. If you operate a business and wish to donate a percentage of sales over a period of time to Sydney Breast Cancer Foundation, you will need to specify this so we can ensure any arrangement satisfies specific legislation or guidelines for working with Sydney Breast Cancer Foundation as a trader.
 7. Activity organisers must obtain consent from Sydney Breast Cancer Foundation to use the Sydney Breast Cancer Foundation name / logo, however it must be clear that the activity is supporting Sydney Breast Cancer Foundation and not run by Sydney Breast Cancer Foundation (For example, You may state your activity or event is 'proudly supporting Sydney Breast Cancer Foundation', or 'proceeds donated to Sydney Breast Cancer Foundation' but you cannot name your event Sydney Breast Cancer Foundation Art Exhibition' or 'Sydney Breast Cancer Foundation Walkathon'). Any promotional material you issue or is issued in your name associated with your fundraising activity or event, including media releases, must be approved by Sydney Breast Cancer Foundation and must refer to Lifehouse as "Sydney Breast Cancer Foundation".
 8. The activity organiser must keep records of income and expenditure, and may deduct any essential costs of organising the activity, as long as they are documented with receipts, and are fair and reasonable (e.g. you may deduct costs such as catering, venue hire, entertainment. Generally, Sydney Breast Cancer Foundation recommends that your cost of fundraising is less than 30% of the funds raised but we understand this is not possible in all cases. Some costs for fundraising activities (e.g. raffles) are regulated by State Government so you should also seek advice from them.
 9. Sydney Breast Cancer Foundation can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of \$2 or more, you must keep a register of all attendees/supporters eligible for a tax-deductible receipt so that Sydney Breast Cancer Foundation can issue individual receipts. These can be mailed if you supply addresses. Otherwise these will be sent to you for distribution (please note the following are not tax-deductible: ticket purchases, raffles, entry to an event, donations of good or services, auction purchases or sponsorship where the person or organisation receives a material benefit in return e.g. publicity or promotion).
 10. The activity organiser agrees to release Sydney Breast Cancer Foundation to the fullest extent permissible under law for all claims and demands of any kind associated with the activity, and indemnify Sydney Breast Cancer Foundation for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the activity caused by your breach of these responsibilities or negligence.
 11. The activity organiser must not approach the general public with door to door, street or telephone collections as part of the fundraising activity.

Thank you for supporting Sydney Breast Cancer Foundation – the money you raise really will make a difference to the lives of people living with cancer and their families.