



## Fundraising application Form

Thank you for choosing to support the Leila Rose Foundation with your fundraising efforts. Once you are satisfied and familiar with our fundraising guidelines please complete this form and return it to us along with a copy of your driver's licence or identification to:

### Tracy Chow

#### Fundraising Manager

The Leila Rose Foundation

196a Liebig St Warrnambool 3280 or email:

[funds@leilarosefoundation.org](mailto:funds@leilarosefoundation.org)

### Organisers Details

Full name: \_\_\_\_\_

Company & Position: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_

### Fundraising Activity Details

Proposed date: \_\_\_\_\_

Proposed name of event: \_\_\_\_\_

Description of event/activity: \_\_\_\_\_

Location of event/activity: \_\_\_\_\_

Do you require LRF banner? Yes  No

Do you require LRF donation tins? Yes  No  If yes how many?

I agree to conduct a fundraising event/activity for The Leila Rose Foundation in accordance with this document and in respect to the LRF fundraising guidelines. I understand that to proceed with this fundraiser prior to receiving approval is a breach of the LRF fundraising guidelines.

Signed (organiser): \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

### Approval (Office use only)

On behalf of The Leila Rose Foundation committee I give authority for the described above fundraising event/activity.

Signed (LRF): \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_



### Fundraising for the Leila Rose Foundation (LRF)

**Fundraising is a great way to show support for a cause you care about. Thank you for choosing us!**

**For fundraising ideas and the steps you need to take to organise a successful fundraiser please visit our website [www.leilarosefoundation.org](http://www.leilarosefoundation.org) and click on the 'host a fundraiser' button.**

The LRF is legally required to approve and authorise all fundraising activities. Once your fundraiser is approved we will email you confirmation along with a LRF logo for you to use in the promotion of your event. Please advise the LRF of any changes made to the overall nature of your event.

### Fundraising guidelines

- The event must be conducted in the name/company of the person making the application (the Authorised Fundraiser). It is the responsibility of the Authorised Fundraiser to manage the finances, staffing, promotion, sponsorship, marketing and overall running of the event. The LRF may be able to assist in the promotion of the event via our various social media platforms including our website.
- Please be aware that your fundraiser will not be considered an official LRF event. A good way to promote your support is to include wording such as 'funds raised will go towards supporting the Leila Rose Foundation'.
- The LRF does not accept any responsibility for the conduct or management of a third party fundraising event.
- The fundraising activity must meet the requirements of relevant state laws and regulations.
- External fundraising events are not covered under the LRF's insurance policy for public indemnity.
- If the authorized fundraiser wishes to utilize the LRF name or logo on any materials or products, the authorized fundraiser must obtain prior permission. All printed material including media releases must be approved by the LRF.
- At no time should the Authorized Fundraiser present himself or herself as the LRF or staff member of the LRF.
- No door-to-door solicitation or telemarketing shall be conducted to promote or market your fundraiser for the LRF.
- For audit purposes the LRF is required to account for all tins issued and all monies received.
- The LRF can provide official receipts for approved donations. Straight donations (where the donor receives nothing in return) above \$2 are tax deductible. The LRF does not issue receipts for individuals to give out. If someone requires a receipt please contact us with the details so a receipt can be issued to the donor direct.
- Once you are satisfied and familiar with these guidelines please complete the attached application form and return to the supplies address.

### Special Note:

*We like to share your good work so if you are willing, please email us any promotional material you might have. Even if it is an small event such as a dinner party with close friends, still feel free to share any pics as that is the best way to inspire others to do the same. Thanks again for supporting the LRF.*