



## AUTHORITY TO FUNDRAISE

First Name:

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Surname:

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Community group or organisation:

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ACN/ABN:

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Address:

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Suburb:

State:

Postcode:

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Phone number:

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Mobile:

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Email:

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We would love to know why you chose  
to fundraise for us?

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### TELL US ABOUT YOUR FUNDRAISER

Event or Activity:

Description

Date & Time

Venue Name & Address:

Have you held this event before?

Yes  No

How much would you like to raise?

How do you plan to fundraise?

*E.g. raffle, auction, ticket sales*

Name Sponsors and/or Products you plan  
to use:

Will you need any additional licences?

*(RTA, Police, Emergency, National Parks and Wildlife)*

Will there be food or alcohol served or  
sold at the event?

Are there any minors (under 18's)  
involved in your fundraiser?

Yes  No



## ESTIMATED INCOME & EXPENDITURE

It is a requirement of the Charitable Fundraising Act 1991 that you keep accurate records of income and expenditure for your fundraiser. Please fill in below:

### Proposed income:

Sponsorship	\$	
Ticket Sales	\$	
Donation	\$	
Other	\$	
<b>TOTAL</b>	<b>\$</b>	

### Proposed expenses:

Venue Hire	\$	
Catering	\$	
Entertainment	\$	
Promotional	\$	
<b>TOTAL</b>	<b>\$</b>	

### How will you manage / process cash donations and banking

## SUPPORT AND MATERIALS REQUIRED BY RIDBC

RIDBC will do our best to provide you with all you need, however please note these items are subject to availability.

Item	Qty
Donation Tins (\$50 deposit required*)	
Information Brochures	
Raffle Books \$2/\$5 (\$2 each book to purchase)	
RIDBC Bookmarks	
RIDBC Banners (\$150 deposit required*)	
RIDBC Guest Speaker	
<b>TOTAL</b>	
<b>AMOUNT</b>	

\* Refundable upon return. All banners and donation tins remain the property of RIDBC. If the support materials fail to be returned in the 2 week period after the event your card will be debited for the amount owing.

## PAYMENT OPTION

### Credit Card

Card Number :

Expiry date

 / 

Signature

## AUTHORISATION

I,  (Fundraiser's full name)

have read, fully understand and agree to comply with the terms and conditions of fundraising for RIDBC as outlined in the "RIDBC Guide to Community Fundraising".

I understand that RIDBC reserves the right to withdraw approval of this fundraiser at any time if there is a likelihood that the fundraiser fails to comply to any of RIDBC's Guidelines.

I understand that I cannot claim against RIDBC nor hold responsible any staff, Directors or volunteers for loss, damage or injury as a direct result of the fundraiser outlined above.

I agree to act in a professional manner in conducting the fundraiser and to uphold the reputation and values of RIDBC. I also accept that I am obligated to remit funds raised for RIDBC within 30 days of my fundraiser finishing.

I have read and I agree to abide by the fundraising guidelines of RIDBC (please print).

### Name

### Signature

### Date

### Please send this completed form to:

Community Relationships and Fundraising Team -  
Locked Bag 29 PARRAMATTA NSW 2124

Email: [fundraising@ridbc.org.au](mailto:fundraising@ridbc.org.au) or

Fax: (02) 9873 6795

RIDBC collects personal information to assist in the processing of donations, issue tax receipts where applicable and send updates. While RIDBC may disclose your information to trusted third party such as our mailing house and our bank to facilitate this, we will not share your information with any other charity. Please contact us on **1800 043 411** if you wish to limit the use of your information. For more details on privacy, please read our Privacy Policy here: [www.ridbc.org.au/privacy-policy](http://www.ridbc.org.au/privacy-policy).