



## **Registering a fundraising event or activity for Endorsement**

**Thank you for committing to raising funds to support the work of the Steve Waugh Foundation.**

Fundraising can be a fun and rewarding way to make a difference to the children and families we help. This Fundraising Registration and Endorsement will help us both meet government charitable compliance requirements and make sure we cover what is needed.

### **Charitable Compliance**

As a registered charity, our charitable licensing agreement states that anyone collecting money on behalf of the Steve Waugh Foundation or promoting their support of us must be officially registered.

As we are regularly audited, the registration process is extremely important to us to ensure we remain compliant with this agreement.

The registration process is really easy and all you need to do is register by filling in this form and returning it to the Steve Waugh Foundation Office.

You will then be issued your Letter of Authority and ID number which authorises you to fundraise on our behalf.

Please;

- Complete the attached Fundraising Registration Form and return to the Foundation Office.
- Contact the Steve Waugh Foundation Office Team if you have any questions about the registration or endorsement process.

**Thank you**



## Fundraising Registration Form

Please complete & return this Fundraising Registration Form to the Foundation to obtain our approval to proceed. We will then issue you a Letter of Authority and an Event ID to show that the Steve Waugh Foundation has approved your activity.

(Full) Name of Organiser: & Title: Mr/Mrs/Ms/Dr

Name of community group represented (if any):

Relationship to community group represented:

Organiser's Street Address:

Suburb: State: P/Code:

Contact phone No (daytime): Mobile:

Email:

Do you have any current or previous criminal convictions? Yes  No

If yes, please provide further details:



## DETAILS OF PROPOSED FUNDRAISING ACTIVITY/EVENT

Proposed name of activity:

Brief Description of fundraising activity:

Proposed date of activity or timeframe:

Venue to be used:

Venue address:

How will funds be raised from this activity?:

What proportion of funds raised do you expect to be donated to the Steve Waugh Foundation?:

Are any other charities/not for profit organisations to benefit also from this fundraising activity (and if so, please list)?:

Why did you choose the Steve Waugh Foundation as the beneficiary of your fundraiser?:



## EVENT BUDGET\*

Total estimated income that will be generated: \$

Total estimated costs: \$

Details of expenditure anticipated (advertising, hire of equipment etc):

Estimated net revenue to be donated to Steve Waugh Foundation: \$

Any other budget comments you would like to make?:

## SUPPORT REQUIRED FROM THE FOUNDATION

The Steve Waugh Foundation has limited resources and staffing; we would be happy to provide promotional materials to assist with your fundraising activity, subject to availability at the time.

Please indicate which materials you think you might need and approximate quantities (where applicable) below:

	Yes	Quantity
Donation Collection containers:	<input type="checkbox"/>	Click here to enter text.
Foundation information brochures:	<input type="checkbox"/>	Click here to enter text.
Posters/Display materials:	<input type="checkbox"/>	Click here to enter text.
Stickers (if available):	<input type="checkbox"/>	Click here to enter text.

Please indicate below any other support you would like from us:

Use of the Steve Waugh Foundation name for what promotional purposes:

A Steve Waugh Foundation Representative to attend event (subject to staff availability) Yes  No

**Please note: Steve Waugh is NOT personally available to attend fundraising events and activities outside those events and activities directly organised by the Steve Waugh Foundation.**



## AUTHORISATION

I agree to act in a professional manner in conducting the fundraising activity and uphold the integrity and values of the organisation. I also accept my obligation to remit the funds raised to the Steve Waugh Foundation within 28 days of the fundraising activity/event conclusion.

Please note if you are under 18 years of age, please have a parent, guardian or teacher sign this form on your behalf.

Name:

Your Signature:

Date:

If signed by a person other than the organiser, please provide:

Your name:

Relationship to organiser:

Contact phone no (daytime):

Is there any other information not provided already that you would like to include here?

The funds you raise will be directed to the areas of greatest need in Australia. If you want your funds to be used otherwise or 'tagged' for a specific purpose, please let us know your preference here:

## INTERNAL USE ONLY

Date application form received:	
Received by (name/title):	
Event/Activity Approved?	
YES Date Letter of Authority sent:	
NO Reason why	
Notes:	