



Registering a Fundraising Event or Activity for Endorsement

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

This Fundraising Registration and Endorsement will help us both meet Government Charitable Compliance Requirements.

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.

The registration process is extremely important to us to ensure we remain compliant with Government requirements.

Please complete this form and return to the Steve Waugh Foundation Office. You will then be issued with a Letter of Authority which authorises you to fundraise on our behalf. Please:

- complete the Fundraising Form and return to **PO Box 1119, Cronulla, NSW, 2230**
- or email to - events@stevewaughfoundation.com.au
- Contact the Steve Waugh Foundation Office Team if you have any questions about the registration or endorsement process.

Thank you

Team Waugh

Fundraising Registration Form

Before you start organising your Fundraising Activity / Event for the Steve Waugh Foundation, you need to complete & return this Fundraising Registration Form to the Foundation to obtain our approval to proceed. A Letter of Authority will be issued to show that your Activity / Event has been approved by the Steve Waugh Foundation.

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:

Phone Number:

Email address:

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 / Event:

Brief Description of Activity / Event:

Proposed date of Activity / Event:

Venue to be used:

Venue Address:

How will funds be raised from this Activity / Event?

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

Are any other charities/not for profit organisations benefitting from this Fundraising Activity / Event (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: \$

NB: Please note the Foundation will require a reconciliation of funds raised on a quarterly basis if fundraising over 3 months.

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.

Please indicate below the support you would like from us:

AUTHORISATION

I agree to act in a professional manner in conducting the Fundraising Activity / Event 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: _____

Date: _____

Signature: _____

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

Your Name:

Relationship to Organiser:

Contact Phone Number:

INTERNAL USE ONLY

Date Application Received:	
Received by:	
Event / Activity Approved?	
Date Letter of Authority sent:	
Decline Reason	
Notes:	