



Registering a Fundraising Event or Activity for Endorsement

Thank you for your support to raise funds for the Steve Waugh Foundation. This Fundraising Registration and Endorsement Form will help us 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 support for us must be registered. The registration process is extremely important to ensure we remain compliant with Government requirements.

Please complete this form and return to: info@stevewaughfoundation.com.au

The Steve Waugh Foundation will then provide a Letter of Authority to fundraise on our behalf.

Fundraising Registration Form

Name of Organiser:

Name of Community Group represented (if any):

Relationship to community group represented:

Organiser's Street Address:

Suburb: State: Postcode:

Contact Number:

Email address:

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

If yes, please provide further details:

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 generated: \$

NB: The Foundation will require 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 the 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 sign this form on your behalf.

Name:

Signature: Date:

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

Name:

Relationship to Organiser:

Contact Number:

INTERNAL USE ONLY

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