

Authority to Fundraise

DVConnect Ltd ACN 101 186 476

Personal or Organisation Details

First Name: _____ **Last Name:** _____

Organisation Name (if applicable): _____

Job Title (if applicable): _____

Address: _____

Suburb: _____ **State:** _____ **Postcode:** _____

Mobile: _____ **Email:** _____

Details of your Fundraising Event or Activity

Event/Activity Name: _____

Date: _____

Location address: _____

Brief description: _____

What is your fundraising goal? \$ _____

Are you seeking sponsorship for this event or activity? Y / N (Please circle)

*If yes please forward your proposed list of sponsors for approval before approaching them.
This is to ensure no conflicts of interest.*

How are you planning to raise the funds? I.e. donation for entry, raffle, auction etc. _____

Expected number of attendees: _____

Is another charity also receiving funds raised? Y / N (Please circle)

If yes:

Please state name of the charity: _____

What percentage will be donated to DVConnect? _____ %

Are you seeking approval to use the DVConnect logo to promote your activity? Y / N (Please circle)

Terms and Conditions

Please read through the following Terms and Conditions and sign below:

1. Any fundraising activity organised by a 3rd party, is not an official DVConnect fundraising activity. The signatory on this form will be the fundraising Event Organiser. They will be solely accountable for managing the fundraising event or activity.
2. The 3rd party organiser must take responsibility to ensure their event or activity is compliant with all legislative requirements and must obtain all necessary permits, permissions, authorities, public liability insurance and licences needed, as well as providing first aid services if they are required.
3. You agree to release DVConnect to the fullest extent permissible by law for any claims and demands of any kind associated with the event or activity and indemnify DVConnect for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the event or activity.
4. The 3rd party organiser must not identify the fundraising event as a DVConnect event, but solely as a 3rd party event such as using the terms "Supporting DVConnect" or "Beneficiary of DVConnect" or "Proceeds to DVConnect" or "Raising funds for DVConnect".
5. The 3rd party organiser must comply with all legal state or territory charity and fundraising legislations fundraising requirements.
6. The 3rd party organiser will not use the DVConnect logo or images in any promotional activities unless authority to do so has been received. A request to use the DVConnect logo can be submitted and if approved, will be provided to the organiser.
7. No comment is permitted to be made to the media on behalf of DVConnect.
8. Any funds raised must be retained until the completion of the event or activity and be kept in a safe place. Within 7 days of the event or activity being completed, funds must be submitted to DVConnect.
9. DVConnect will not be responsible for any costs incurred or balances owing for the 3rd party event or activity.
10. DVConnect reserves the right to cancel any association with a 3rd party organiser if any of the guidelines or procedures are not met or change as the event or activity evolves.
11. No 3rd party organisers are to participate in door to door appeals, street collections or telephone solicitation of any kind.
12. 3rd party organisers must retain accurate, true and appropriate records in relation to particulars of all items of gross profit received, particulars of all expenditure incurred and particulars of all transactions in relation to the activity.
13. 3rd party organisers agree to not retain any part of the gross profits raised during the events as a commission, wage or any other fee.
14. No event or activity is to be conducted that could be seen as detrimental to the branding or reputation of DVConnect.

I have read and agree to the above terms and conditions as per the application form.

Print Name: _____ **Signature:** _____

Date: _____

Contact Us
Please complete this form and return to fundraising@dvconnect.org . If you have any questions please contact DVConnect on 07 3156 2323.
For Internal Use Only
Date: _____ Initials: _____ Database entry: Y/N Contacted: Y/N Logo sent: Y/N Funds Recd: Y/N

