

# Authority to Fundraise

DVConnect Ltd ACN 101 186 476

## Personal or Organisation Details

Title: \_\_\_\_\_ 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

Name of Event or Activity: \_\_\_\_\_

Date of Event or Activity: \_\_\_\_\_

Address of Event or Activity: \_\_\_\_\_

Brief description of Event or Activity: \_\_\_\_\_

\_\_\_\_\_

What is your fundraising goal? \$ \_\_\_\_\_

Are you seeking sponsorship for this event or activity? Y/N

*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 attendance (please circle): 1-20, 20-50, 50-80, 80-100, 100-200, 200-500, 500+

Is another charity also receiving funds raised? Y/N, please name: \_\_\_\_\_

If yes, what percentage will be donated to DVConnect?: \_\_\_\_\_

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

# Terms and Conditions

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

1. Any fundraising activity organised by a 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> party organiser must not identify the fundraising event as a DVConnect event, but solely as a 3<sup>rd</sup> party event such as using the terms "Supporting DVConnect" or "Beneficiary of DVConnect" or "Proceeds to DVConnect" or "Raising funds for DVConnect".
5. The 3<sup>rd</sup> party organiser must comply with all legal state or territory charity and fundraising legislations fundraising requirements.
6. The 3<sup>rd</sup> 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 3<sup>rd</sup> party event or activity.
10. DVConnect reserves the right to cancel any association with a 3<sup>rd</sup> party organiser if any of the guidelines or procedures are not met or change as the event or activity evolves.
11. No 3<sup>rd</sup> party organisers are to participate in door to door appeals, street collections or telephone solicitation of any kind.
12. 3<sup>rd</sup> 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. 3<sup>rd</sup> 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](mailto:fundraising@dvconnect.org). If you have any questions in relation to this form please contact DVConnect on 07 3156 2323 for assistance.

## For Internal Use Only

**Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Database entry:** Y/N **Contacted:** Y/N **Logo sent:** Y/N **Funds Recd:** Y/N