

# Community Fundraising Application Form

Please complete and submit this form.



## Event Coordinator Details

Title:

First name:

Last name:

Name of Organisation:

Address:

Suburb:

State:

Postcode:

Phone number:

Email:

Web address:

How did you hear about The Lost Dogs' Home?

I wish to receive future updates and mailings from The Lost Dogs' Home:

## Event Information

Name of your fundraiser:

Description of your fundraiser:

Event start date:

Event finish date:

Venue address:

How will funds be raised? (e.g. ticket sales, auction, sausage sizzle, morning tea):

## Support required from The Lost Dogs' Home

Total estimated income that will be generated: \$

*Please note that this is an estimation and not a guarantee.*

Percentage of net profit to be donated (if not 100%): \$

If not donating 100% of profits, please provide a brief description of where the balance of profits will be allocated:

## Support required from The Lost Dogs' Home

Please tick the following resources you may require and provide a brief description/quantity in the space provided:

- LDH donation tin
- LDH poster
- Use of the LDH logo for publicity purposes

Description/Qty:

## Authorisation

I \_\_\_\_\_ [event coordinator's name]

agree to comply with The Lost Dogs' Home fundraising terms and conditions as outlined in the Community Fundraising Kit. When conducting my fundraising activity/event, I agree to comply with these terms and conditions in a matter that upholds The Lost Dogs' Home integrity, professionalism and values. I understand my obligations to send the event proceeds to The Lost Dogs' Home within 14 days of the conclusion of the event.

Signed:

Date:

/ /

Thank you for your application to fundraise on behalf of The Lost Dogs' Home and wanting to help dogs and cats in need.

Please submit your completed form via:

Mail:

The Lost Dogs' Home  
Attn: Fundraising Team Leader

2 Gracie Street, North Melbourne VIC 3051

Phone:

(03) 9329 2755

Email:

fundraising@dogshome.com

Once your event has been approved, you will receive notification by mail or email of your event authorisation, and all other relevant material and information.

Thanks again for supporting The Lost Dogs' Home.

## OFFICE USE ONLY

Estimated donation:

Money received (date):

/ /

Receipts issued (date):

/ /



# Terms and Conditions

## Fundraising for The Lost Dogs' Home

The 'Fundraiser' is the individual or organisation holding the community fundraising activity or event on behalf of The Lost Dogs' Home. The Fundraiser is not an employee, agent or direct representative of The Lost Dogs' Home.

Before you get started fundraising for The Lost Dogs' Home we will need to authorise your fundraising activity. The Fundraiser is not authorised to use The Lost Dogs' Home as its beneficiary charity until you have received your Authority to Fundraise Kit and your application to hold a community fundraising activity or event has been approved by the Home.

The Lost Dogs' Home has the right to decline an application for an Authority to Fundraise, if the event or activity does not uphold the integrity, values or reputation of The Lost Dogs' Home.

After a fundraising activity or event has been approved by the Home, any changes made from the original details provided on the Agreement to Fundraise form must be reported to The Lost Dogs' Home. This may require a new authorisation letter being distributed or withdrawal of approval.

All aspects of the event must be conducted in the name of the Fundraiser. The Fundraiser has no right to The Lost Dogs' Home name, nor does the Fundraiser have permission to fundraise in the name of The Lost Dogs' Home. Suggested wording to use is: "This event proudly supports The Lost Dogs' Home", "The <company name> blanket drive for The Lost Dogs' Home". Examples of what is not acceptable are: "The Lost Dogs' Home Garage Sale", "The Lost Dogs' Home Trivia Night" etc.

## Financial Aspects

The Fundraiser must accept sole responsibility for all financial aspects, fundraising, record keeping and management of the event.

Any expenditure must be recorded and must not exceed 40% of the gross proceeds, as outlined in the 1991 Charitable Fundraising Act.

Proceeds from the event and copies of any receipts for expenses must be returned by the fundraiser to The Lost Dogs' Home within 14 days of the conclusion of the event or activity.

Receipts to individuals for tax purposes can be issued by The Lost Dogs' Home for donations of \$2.00 or more. Simply fill out the Donation Register form which will be provided with the Authority to Fundraise Kit. You will need to accurately record the supporter's full name, address, phone number and donation amount. Then please return the form to The Lost Dogs' Home along with the donations collected.

## Liability

The Lost Dogs' Home will not be held liable for any injury, damage or loss sustained as a result of the fundraising activity or event. All aspects of financial and public liability and public safety are the responsibility of the Fundraiser. Please ensure that any space or venue used for your fundraising activity or event has the required public liability insurance, as it will not be covered by The Lost Dogs' Home's public liability insurance.

## Permits

The Fundraiser must ensure they obtain necessary permits required by councils for outdoor events or shopping centres.

The Fundraiser is not permitted to fundraise on behalf of The Lost Dogs' Home to the public via door-to-door appeals, street collections or telephone solicitation.

The Fundraiser must obtain permission to use The Lost Dogs' Home logo on any printed materials or products. All printed material must be submitted to The Lost Dogs' Home for approval prior to promoting the fundraising event or activity. Please allow up to 14 days for approval. The Lost Dogs' Home will be able to provide adoption stories and/or case studies if you wish to include these in your fundraising promotional material.