

Authority to Fundraise Form



Thank you for your offer to fundraise for Lymphoma Australia. However before you start you will need to complete this application form for Lymphoma Australia to approve your event. Please complete this form and email back to enquiries@lymphoma.org.au

This form must be completed by any individual or group wishing to conduct a fundraising activity on behalf of Lymphoma Australia. Please submit the completed form to Lymphoma Australia prior to proceeding with the event. Once approved, we will issue you with an Authority to Fundraise letter for your activity and a Fundraising Pack to support your fundraising activities. For further information, visit our website: www.lymphoma.org.au

INDIVIDUAL OR GROUP DETAILS

Name				
Company name (if relevant)				
Address				
	State		Postcode	
Contact email				
Contact phone				
What has inspired you to raise funds for Lymphoma Australia?				

EVENT DETAILS

Name of event				
General nature of event				
Date of event				
Proposed location, time and venue				
Number of people expected				
Support required from Lymphoma Australia (if any)				

PROMOTING THE EVENT

Describe how you will promote the event (incl. paid/unpaid publicity, social media, brochures, posters, invitations etc.)		
Do you require use of the "Proudly supporting Lymphoma Australia" logo?	Yes	No
Do you wish to have your event promoted on our social media, website and/or newsletter?	Yes	No

If yes, please write a brief description outlining your event (max 50 words)

Would you like any of the following?

Lymphoma posters	Number		Wristbands (sell @\$3ea)		
Lymphoma ribbons (sell @\$1ea)	Number		Lymphoma tattoos (sell @\$1ea)		
Lymphoma donation boxes	Number				

Please note: you will only need to pay for the above after they have been sold. Any unsold merchandise can be returned to Lymphoma Australia.

BUDGET

Anticipated income		Anticipated expenses:	
Ticket sales		Venue hire, catering & beverages etc.	
Donations		Entertainment, prizes etc.	
Auctions and raffles		Promotion, advertising, printing etc.	
Total income		Total expenses	
		Net proceeds to Lymphoma Australia	

N.B. All funds that are collected should be given to Lymphoma Australia no later than 2 weeks after the event. Once your event is approved we will supply a template to assist with record keeping. Receipts for expenses will need to be provided to Lymphoma Australia.

Will you be approaching companies for sponsorship?	Yes	No
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DISCLAIMER

Lymphoma Australia reserves its right to withdraw its approval for the fundraiser/event at any time if it appears there is a likelihood of the fundraiser failing to adhere to any of the above terms and conditions, and/or community fundraising guidelines. I further verify that I am in proper physical and mental condition to participate in the fundraiser and acknowledge that I am aware of the risks involved and voluntarily agree to assume those risks.

- I accept the terms and conditions of the fundraising guidelines. I agree to conduct my fundraiser/event in accordance with those terms and conditions and in a manner which upholds the integrity, professionalism and ethos of Lymphoma Australia.
- I have read and I agree to abide by the fundraising rules and guidelines of Lymphoma Australia and indemnify Lymphoma Australia from and against any claims for injuries or damage arising at or from the event/fundraiser that is the subject of this application.

Signature		Date	

OFFICE USE ONLY

Date Application received	
Event Approved	
Approved by	
Event ID number	