

Corporate & Community Request to Fundraise Form



1. ORGANISATION:

Organisation Name					
Name of Coordinator					
Title/Role of Coordinator					
Address					
City/Suburb		State		Postcode	
Phone		Mobile			
Email		ABN			
Website					
Facebook					
Instagram					
Twitter					

2. EVENT:

Event name			
Event/Promotion date/s		Any end date	
Event location			
Event address			
Event description <i>(please provide sufficient detail here)</i>			
Any other potential sponsors or other organisations involved?			
Will this activity/event involve children?			
How do you intend on using the Uniting logo?			
Other logos being included – alongside Uniting?			
Do you require any other support from Uniting for the event?			
Why choose Uniting as a/the beneficiary?			

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3. FUNDRAISING:

Support for Uniting will be through: <i>(please insert 'Y' or 'N')</i>	1. Proceeds <i>(of tickets, sales, other activities etc, <u>Nett of any costs</u>)</i>		Est \$	
	2. Donations <i>(\$2+, requiring Tax Receipt)</i>		Est \$	
	3. Donations via Collection Tin		Est \$	
	4. Gifts in Kind <i>(Goods donated direct to Uniting)</i>		Est \$ value	
Mechanism for fundraising i.e. how will funds/donations be raised?				
How will funds be collected and managed, and ultimately transferred to Uniting?				
How will the event be publicised/promoted?				
Estimated number of attendees at/over this activity?				
Any significant dependencies/risks to achieving your goals?				
List all beneficiaries of the proceeds of this activity (and % split)				
Outline any 3 rd party donations of goods or services you will seek in support of this event?				
Intending to collect any tax deductible donations (\$2+)? If yes, please describe				
Estimated Gross Total Funds Raised				
Estimated costs (if any) to be deducted from funds raised				
Amount to be directed to either: <i>(please indicate)</i>	Area of greatest need		Specific Uniting program or service (name)	

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4. AGREEMENT

- I (individual responsible for fundraising activity/event) accept Uniting's fundraising terms and conditions (including current Victorian fundraising legislation) on behalf of my organisation as provided to me.
- In conducting my fundraising activity/event, I agree to comply with these terms and conditions in a manner that upholds Uniting's values.
- I agree the funds will be provided to Uniting within four weeks of the event/fundraiser being held.

ORGANISATION	Name		Signature	
	Title		Date	

5. AGREEMENT ACCEPTED

UNITING	Name		Signature	
	Title		Date	

NB: This form is not an Authority to Fundraise

OFFICE USE ONLY	Event Number		Date funds banked	
	Final funds raised		Date receipt sent	
			Ref Number	

Please return the completed Request to Fundraise form to Dale Barker-Harrington

- By email: fundraising@unitingvictas.org.au or
- By post: Locked Bag 8, A'Beckett St, VIC 8006

For any queries, please contact:

Dale Barker-Harrington, Church and Community Relations Coordinator
Telephone: 1800 668 426
Email: dale.harrington@unitingvictas.org.au