

Thank you for your interest in supporting Coast Shelter. With your help Coast Shelter is able to continue to prevent homelessness, sustain tenancies, provide emergency accommodation and move homeless people into permanent accommodation.

FUNDRAISER CONTACT DETAILS

Contact person:					
Company/Group Name: (if applicable)					
Address:					
Suburb:		State:		Postcode:	
Phone number:		Mobile number:			
Email address:					
Have you previously conducted a fundraising activity/event for Coast Shelter?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously conducted a fundraising activity/event for another charity?					<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes provide details below)
Details:					

FUNDRAISING ACTIVITY / EVENT DETAILS

Fundraising activity / event:					
Description of activity / event:					
Date(s):		Venue:			
Will any other organisations benefit from your fundraising activity/event?					<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes please provide details below)
Details:					
Suburb:		State:		Postcode:	
Phone number:		Mobile number:			
Email address:					

BUDGET INFORMATION (APPROXIMATELY)

How much money do you expect to raise?	\$
How much will the activity / event cost?	\$
What percentage of money raised will be donated to Coast Shelter?	%

Note: we understand that you may only be able to provide us with cost and fundraising estimates. All expenses deducted from monies raised must be fair and reasonable (Eg: no more than 40% of the total funds raised).

SUPPORT FROM COAST SHELTER

What support / assistance do you require from Coast Shelter? This may include the use of our logo, brochures/information, signs/banners, guest speakers, promotion through newsletter, tax deductible receipts, advice etc.	
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YOUR OBLIGATIONS AS A FUNDRAISER

1. I have read Coast Shelter’s Fundraising Agreement and I agree to conduct my fundraising activity/event in accordance with these terms and in a manner which upholds the integrity, professionalism and values of Coast Shelter.
2. I understand that Coast Shelter reserves the right to withdraw approval for the activity/event at any time if there is likelihood that the it fails to adhere to any of Coast Shelter’s Terms of Agreement.
3. I acknowledge that I am able to conduct the fundraising activity/event and agree to the risks associated with conducting the activity/event.
4. I understand that I cannot make a claim against Coast Shelter for any damage, loss or injury arising at or from the fundraising activity/event outlined in this agreement.

Print Name:		Signature:		Date:	
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Please complete this form and return it to Coast Shelter prior to commencing any fundraising activity/event. Coast Shelter will notify you in writing of the approval of your fundraising activity/event.

If you have any queries about your application, please contact us:

Email: admin@coastshelter.org.au
 Post: Coast Shelter PO Box 1234 GOSFORD NSW 2250
 Fax: 02 4324 7876
 Phone: 02 4325 3540

INTERNAL USE ONLY

Date Form Received:		Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Print Name:		Signature:	

TERMS AND CONDITIONS

These Terms of Agreement provide the basis for a fundraising activity/event to be organised by a Fundraiser on behalf of Coast Shelter.

By signing and returning the Fundraising Agreement, the Fundraiser indicates acceptance of these terms and conditions and thereafter these terms and conditions will form the basis of any dealings between Coast Shelter and a Fundraiser in relation to the fundraising activity/event.

“Fundraiser” means the individual or organisation holding the fundraising activity/event for the benefit of Coast Shelter.

AUTHORITY TO FUNDRAISE

Regulation and best practice in Australia dictate that any person or organisation fundraising must have an ‘authority to fundraise’. A Fundraiser is not authorised to use Coast Shelter as its beneficiary charity until it has received an authorisation letter from Coast Shelter. The ‘authority to fundraise’ will be sent by Coast Shelter after:

- Coast Shelter has received a written and signed application from a Fundraiser;
- We are satisfied that the fundraising activity/event will produce a reasonable return after expenses have been deducted; and
- We are satisfied that the fundraising activity fits in with the aims and values of Coast Shelter.

The fundraising activity/event shall be conducted in the Fundraiser’s name and is the sole responsibility of the Fundraiser. Coast Shelter is not able to take a coordination role in these activities and its staff cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Fundraiser in the running of the fundraising activity/event.

LEGAL IMPLICATIONS

The Fundraiser must meet the requirements of New South Wales laws and regulations. The information you give Coast Shelter must be available to regulatory authorities on request. Coast Shelter cannot provide legal advice regarding compliance with these laws and regulations.

COAST SHELTER’S REPUTATION

Because of Coast Shelter’s standing within the community and its high ethical standards, there are some events with which we cannot be associated. We cannot endorse some activities, including:

- games of chance that do not comply with State Legislation;
- activities of a sexual nature; or
- activities that promote harm to self or the environment.

INSURANCE

Coast Shelter is only able to provide very limited public liability insurance cover to fundraising activities/events. It will be necessary for the Fundraiser to discuss insurance with Coast Shelter prior to commencing any event.

USING COAST SHELTER’S NAME AND LOGO

Please remember that the event will not be a Coast Shelter event, but an event to raise funds for donation to Coast Shelter.

All material with which the Coast Shelter’s name and/or logo is to be associated must first be approved by Coast Shelter. Any material, pamphlets, brochures or products must be submitted to Coast Shelter for approval before they can be used. Other printed material, such as media releases must be forwarded to Coast Shelter for approval prior to being printed or circulated.

If the Fundraiser wishes to refer to or promote Coast Shelter it must refer to it as “Coast Shelter”.

Permission to use the logo must be requested and may attract conditions to be negotiated between Coast Shelter and the Fundraiser, especially if the use of the logo is for marketing activities of the organisation.

FINANCIAL REPORTING

The financial aspects of fundraising, raffles, record keeping and management of the fundraising activity/event are entirely the responsibility of the Fundraiser who must comply with New South Wales Laws and Regulations.

It is the Fundraiser’s responsibility to understand and implement the charity fundraising legislation requirements. More information can be found at NSW Office of Liquor, Gaming and Racing www.olgr.nsw.gov.au Ph: 02 9995 0300

The following is a summary of financial reporting typical of that required from Fundraisers which is needed to protect the public interests:

- set-up and maintain proper financial records and accounts which can be audited if necessary;
- provide Coast Shelter at the outset with an estimate of expenses and the likely proceeds of the fundraising activity/event;
- where necessary, set up a separate bank account that mentions Coast Shelter's name. All funds are to be banked into this separate bank account. This account must be closed after your event;
- money raised and details of your actual income and expenditure must be returned to Coast Shelter within four (4) weeks of the fundraising activity/event; and
- Coast Shelter cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. (Total expenses must be less than 40% of total proceeds).

RECEIPTS

Coast Shelter can provide an official receipt book for approved fundraising activities/events.

Tax-deductible receipts can only be issued to people donating more than \$2 and donations can be made by cash, cheque or credit card.

The Fundraiser must keep a register of all contributors/supporters eligible for a tax-deductible receipt.

It is the responsibility of the Fundraiser to understand:

- circumstances when a tax deductible receipt can be issued and to whom. (The following examples are not tax-deductible: ticket purchases (eg. raffle), entry to an event, donations of goods or services, auction purchases, food or beverage purchases from a charity stand);
- the legal implications of issuing receipts and the necessity of returning official receipt books (used and unused) to Coast Shelter; and
- reconciliation of funds.

APPROVAL

For your fundraising activity/event to be approved, you will need to complete and sign the Fundraising Agreement Form.

Coast Shelter will notify you in writing of the approval of your fundraising activity/event.