

Community Fundraising Proposal

Volunteer Fundraiser Contact Details

Name: _____

Organisation: _____

Address: _____

Email: _____

Phone: _____ Mobile: _____

Fundraising Activity/Event Details

Fundraising Activity Name:	
Proposed Date(s) of Activity:	
Start and finish time (if relevant):	
Venue Name:	
Venue Address:	
Estimated number of participants:	
Funds being requested of EAA (if any)	
Estimated	

What is the nature of the fundraiser you wish to undertake?

- | | | |
|---|--|---|
| <input type="checkbox"/> Raffle | <input type="checkbox"/> Luncheon/BBQ | <input type="checkbox"/> Morning/Afternoon Tea |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Fete/Market Stall | <input type="checkbox"/> Race Day |
| <input type="checkbox"/> Charity Ball/Gala Dinner | <input type="checkbox"/> Work or School Casual Day | <input type="checkbox"/> Golf/Bowls Day |
| <input type="checkbox"/> Fun Run/Walk/Bike Ride | <input type="checkbox"/> Dance/Music Concert | <input type="checkbox"/> Open Garden |
| <input type="checkbox"/> Fashion Parade | <input type="checkbox"/> Trivia Night | <input type="checkbox"/> Personal/Group Challenge |
| <input type="checkbox"/> Other (please specify) _____ | | |

Please provide a further description of what the event will involve and how funds will be raised: e.g. ticket sales, collecting donations etc.

Do you have public liability insurance cover for your fundraising activity/event? Y N

What communication channels do you intend to use to promote your fundraising activity?

- | | | |
|--|---|--|
| <input type="checkbox"/> Newspapers | <input type="checkbox"/> Website | <input type="checkbox"/> Magazine Publications |
| <input type="checkbox"/> Flyers/Posters | <input type="checkbox"/> Newsletters | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Television | <input type="checkbox"/> Facebook/Twitter/MySpace | <input type="checkbox"/> Invitations/Email |
| <input type="checkbox"/> Other (please specify): _____ | | |

Budget/Target Details

Estimated Income		Estimated Expenses	
Total:		Total:	

Please indicate whether you are requesting funding from EAA or what percentage of income is to be directed to EAA:

Materials Required

- Use of EAA logo
 EAA brochures
 EAA posters
 Donation tins
 Raffle Tickets
 Promotion on EAA website

Fundraising Agreement

I, _____ (event organiser's full name) have read, fully understand and agree to comply with the terms and conditions of community fundraising for Emergency Architects Australia as outlined in the Fundraising Guidelines and Policy. I agree to act in a professional manner in conducting the fundraising activity and uphold the integrity and values of the organisation according to the Code of Conduct and Child Protection Policy. I also accept my responsibility to remit the funds raised to Emergency Architects Australia within 28 days of the event conclusion.

Signature: _____ **Date:** _____

Disclaimer: Emergency Architects Australia reserves its right to withdraw support for the fundraising activity/event at any time if it appears that there is a likelihood of the organiser failing to adhere to this agreement or the Fundraising Guidelines.

Privacy Policy: Your privacy is our priority. Your contact details are confidential and will not be disclosed to any other organisation.

Fundraising Guideline

1. Fundraisers must provide Emergency Architects Australia (EAA) with a clear written description of the nature, extent and duration of the fundraising activity, provide a budget of the proposed activity and provide information about the group or individual organising the activity. (See Community Fundraising Proposal Form)
2. The Community Fundraising Proposal Form must be completed and returned to EAA.
3. All publicity should clearly state the intention for the money raised e.g. 'All proceeds go to Emergency Architects Australia' or 'X percentage of proceeds raised go to Emergency Architects Australia'
4. Fundraisers must make it clear in all their dealings with the public, sponsors and supporters that they do not represent EAA, but are acting on their own behalf to raise funds which will be forwarded to EAA.
5. Fundraisers are not employees or agents on EAA, nor are they acting in any other representative capacity for EAA. Fundraisers undertake all fundraising activities on their own behalf and at their own risk. EAA will not be liable for any injury, damage or loss sustained as a result of any fundraising activities. Fundraisers should note that they are not covered by EAA's public liability insurance.
6. Conditions for use of the EAA logo can be found at www.emergencyarchitects.org.au.
7. Copies of all publicity should be forwarded to EAA for approval prior to publication.
8. EAA does NOT give registered fund raisers permission to collect donations from the public through door-to-door knocking or through soliciting donations in public places, such as shopping centers. Please note this does not include selling tickets to a fundraising event.
9. Receipts for funds raised will be issued by EAA. Please note that receipts cannot be issued for funds raised by raffles or auctions. (Refer to www.ato.gov.au for details of tax-deductibility rulings.)
10. All costs and debts associated with the fundraising activity are the responsibility of the fundraiser.
11. All funds should be forwarded to EAA within 28 days of the event conclusion. Pay by:
Cheque: made payable to Emergency Architects Australia
Direct Debit: to Emergency Architects Australia Limited
 BSB 032-032 AC No: 264701
12. EAA reserves the right to withdraw approval to fundraise should it be necessary to protect the reputation of EAA. In this situation, the Fundraiser will be contacted and all monies raised must be returned to EAA within seven days of advice of cancellation being received by the Fundraiser.