

Cure Brain Cancer Foundation

Community Fundraiser/Activity Application Form

Please complete and sign this form, then send via email to volunteers@curebraincancer.org

Fundraiser Information

Name(s) of organiser:

Name of organisation (if applicable):

Address:

Suburb:

State:

Postcode:

Telephone Number:

Home No:

Email:

Website (if applicable):

I confirm I am 18 years or older.

Yes

Have you raised funds previously for the benefit of Cure Brain Cancer?

Yes

No

Do you plan to hold this fundraising activity on a yearly basis?

Yes

No

I would like to receive updates on brain cancer research, events, and news.

Yes

No

What has inspired you to raise funds for Cure Brain Cancer?

Fundraising Details – How you plan to raise funds for Cure Brain Cancer Foundation

Name of fundraising event:

Date of your fundraiser:

Address/venue of fundraiser:

Estimated number of people attending:

How do you intend to promote your fundraiser?

Tell us briefly about your fundraiser, what are you planning and how funds will be raised, etc:

Budget Information

Will another organisation benefit from the fundraising in addition to Cure Brain Cancer? Yes No

If yes, please state which organisation:

What % of funds will be given to Cure Brain Cancer?

Estimated expenditure: \$

How much money do you hope to raise for Cure Brain Cancer? \$

Cure Brain Cancer Foundation Branding

I would like to request the following support/assistance from Cure Brain Cancer Foundation (CBCF):

- Use of Cure Brain Cancer logo
- Cure Brain Cancer video to be played at your event

Support

We would like to discuss your promotional requirements with you. Please contact the **Community Fundraising Department** on **(02) 9550 5244** or email community@curebraincancer.org.au so we can best support you and your fundraiser.

Fundraising Guidelines

These guidelines have been developed to assist groups and individuals who are developing fundraising projects to benefit Cure Brain Cancer Foundation (CBCF).

Please read these when planning and before undertaking your event.

These guidelines provide the basis for a fundraiser/event to be organised by the Fundraiser on behalf of CBCF. If accepted, these terms and conditions (guidelines) will form the basis of any dealings between CBCF and the Fundraiser in relation to the fundraiser/event.

Please remember that the fundraiser/event will not be a fundraising event for which CBCF is responsible, but a fundraising event to raise funds for donation to CBCF.

The activity/event shall be conducted in the Fundraisers's name and is the sole responsibility of the Fundraiser. CBCF is not able to take a coordination role in all these activities and does not become involved in soliciting prizes, organising publicity or media, providing goods or services to assist the Fundraiser in the running of the fundraiser/event. CBCF is available for advice and guidance, and if appropriate may provide a representative to speak at your event on application.

Any person or organisation fundraising in Australia must, by law, have an 'authority to fundraise'. When we have received a signed form, and approval has been given by management, CBCF will provide a letter of authority. The Fundraiser is not authorised to use CBCF as its beneficiary charity until it has received written approval.

The event/fundraiser must meet requirements of relevant laws and regulations of their State.

Fundraising Guidelines (continued)

CBCF may give you permission to use its 'In Support Of' logo on promotional material, once that material has been approved by CBCF. Any printed material produced by the Fundraiser which carries the 'In support of' CBCF logo must have prior approval from the CBCF office.

The financial aspects, fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Fundraiser and the Fundraiser must comply with the Charitable Fundraising Act and Regulations. The basic obligations of the Charitable Fundraising Act and Regulations are to:-

- Provide CBCF with a fairly accurate estimate of the income and expenses associated with your fundraiser
- Keep accurate financial records
- Money raised and details of your actual income and expenditure must be returned to CBCF within four weeks of the fundraising activity

CBCF does not pay expenses incurred by you, but you are permitted to deduct your necessary expenses from the proceeds of your event, provided they are properly documented.

Please note, due to the financial structure of CBCF, the charity is unable to reimburse event expenses from funds deposited via online fundraising platforms. All expenses incurred must therefore be managed offline and total expenses should be less than 20% of total proceeds.

CBCF can provide official receipts from fundraising events. Tax-deductible receipts can only be issued to people donating money of \$2 or more.

Public Liability Insurance Information

Cure Brain Cancer Foundation offers our Community Fundraisers the option of being covered under our public liability insurance policy for events under 500 participants.

If you would like further information on our public liability insurance please tick the box YES, I would like more information.

Disclaimer and Fundraising Agreement

Cure Brain Cancer Foundation reserves its rights to withdraw approval for the fundraiser/activity at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions, and/or Community Fundraising Guidelines.

In consideration of my application being accepted, I understand, intending to be legally bound for myself and my heirs, executor and administrators, waive and release the organisers and sponsors (individually and collectively), including the directors, officers, staff, volunteers and representatives thereof, and indemnify them against any liability (including liability for negligence) for the death or any physical or mental illness, incapacity of property damage or loss, which I may suffer which may directly or indirectly result from my participation in the fundraiser/activity. I further verify that I am in appropriate 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.

1. I _____ (Event Organiser's name) accept the above conditions of the Disclaimer and Fundraising Agreement.
2. I agree to conduct my fundraiser _____ (name of fundraiser) in accordance with this agreement and in a manner which upholds the integrity, professionalism and values of Cure Brain Cancer Foundation.

Disclaimer and Fundraising Agreement

3. I have read and I agree to abide by the fundraising guidelines of Cure Brain Cancer Foundation and indemnify Cure Brain Cancer Foundation from and against any claims for injuries or damage arising at or from the fundraiser that is the subject of this application.

Signature: _____ Name (please print): _____

Date: ___/___/___

Thank you very much for taking the time to complete this form.

We suggest you scan/photocopy this signed agreement and keep a copy for yourself and return via:

Email: community@curebraincancer.org.au

Mail: Cure Brain Cancer Foundation

PO Box 392

Surry Hills NSW 2010

If you have any questions please call us on 02 9550 5244.

Thank you for your support of Cure Brain Cancer Foundation.

Together we will succeed.