

# Guide Dogs.

## Application for Authority to Fundraise

To enable Guide Dogs NSW/ACT to keep in touch with our supporters and to comply with our legal obligations, we are required to keep a register of fundraising events. The following document, together with any supplementary information, must be completed and returned to the Community Fundraising Specialist at Guide Dogs NSW/ACT via email or post, before an Authority to Fundraise can be issued.

**Att:** Kim O'Meally  
Guide Dogs NSW/ACT  
PO Box 1965, North Sydney NSW 2059  
**P:** (02) 9412 9450  
**E:** komeally@guidedogs.com.au

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Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Company / organisation name (if applicable): \_\_\_\_\_

Position within company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Name of proposed event or activity: \_\_\_\_\_

Description of fundraising event or activity: \_\_\_\_\_

Event location / address: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

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Have you ever been convicted of a crime in Australia?

No

Yes, please explain:

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I confirm that I do not have any health or medical conditions that would affect my ability to carry out the tasks required by the role of event organiser / host.

I confirm I am aged 18 years or older.

I consent to my child \_\_\_\_\_ (aged 8 -17 years) participating in this fundraising event.

I agree this event will result in a donation of \_\_\_\_\_ % of net profits (please state percentage).

Please state other beneficiaries from this event (if applicable): \_\_\_\_\_

Amount estimated to be donated to Guide Dogs NSW/ACT: \$ \_\_\_\_\_

I have read the Terms and Conditions and agree to comply with any legal requirements of fundraising. I understand my obligations to send the proceeds raised to Guide Dogs NSW/ACT within seven (7) days of the conclusion of my event or activity.

I consent to Guide Dogs NSW/ACT collecting my personal information for fundraising purposes and to keep me up to date with news and events.

Signature \_\_\_\_\_

For more information on how Guide Dogs NSW/ACT handles your personal information, please read our [Privacy Policy](#).

Guide Dogs NSW/ACT reserves the right to refuse or withdraw permission to fundraise on its behalf.

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## Your responsibilities as a fundraiser

### Terms and Conditions

On behalf of Guide Dogs NSW/ACT (us, we, or our), we would like to thank you for your interest in raising funds to help us to continue our goal of providing life-changing independence to people with low vision or blindness. Guide Dogs NSW/ACT appreciates all the support it receives from individuals, corporations and the greater community.

These Terms and Conditions apply to organisations, groups and individuals that are planning to raise funds on behalf of Guide Dogs NSW/ACT. By submitting your Application for Authority to Fundraise with Guide Dogs NSW/ACT, you agree to comply with, and to be bound by, these Terms and Conditions.

If you have any questions, please call the Community Fundraising Specialist on (02) 9412 9450 who will be more than happy to assist you.

1. If your application is approved, Guide Dogs NSW/ACT will:
  - a. issue you with a Letter of Authority to Fundraise specific to your approved event or activity (Letter of Authority); and
  - b. allocate an Authority to Fundraise number to you. To assist Guide Dogs NSW/ACT in processing all queries quickly, please quote the event number in all correspondence with us.
2. You must be registered with us and have received our Letter of Authority before you start any fundraising. You may fundraise during the approved dates only, and only for the approved event or activity indicated in your Letter of Authority.
3. If you wish to extend or change any aspect of your fundraising event or activity you will need to seek additional approval from us. Guide Dogs NSW/ACT may issue a new Letter of Authority or revoke approval of the fundraising event or activity.
4. You must ensure that the event or activity is run in accordance with relevant not-for-profit or charity legislation and / or regulations for the State or Territory in which the fundraising event or activity is being held, and you must obtain any permits, authorities, licences and insurances needed. For example, permits are required by Councils and shopping centres for events on their premises, and State Government permits may also be required for the conduct of raffles or prize draws. Different States have their own legislation, which should be checked beforehand. If you require guidance in this area, please phone Guide Dogs NSW/ACT. Copies of any permits must be sent to Guide Dogs NSW/ACT.
5. You are responsible for ensuring the safety of the event or activity, volunteers and personnel, including organising appropriate public liability insurance and providing first aid services if required. Guide Dogs NSW/ACT's insurance policy does not cover events or activities conducted by external organisations or individuals.

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6. Any use of our logo, text, images, name or any other branding must first be approved by us.
7. All publicity in reference to the fundraising event or activity should clearly state that the event or activity is being organised by you. All promotional material must be worded in such a way as to make it clear that Guide Dogs NSW/ACT is either the only beneficiary, or is one of a number of charities benefiting from the event or activity.
8. You must make it clear in any dealings with the public, donors, sponsors and supporters that you are not our agent or representative but are acting on your own behalf to raise money for Guide Dogs NSW/ACT.
9. You hold all funds raised from the public on behalf of Guide Dogs NSW/ACT until the fundraising event or activity is completed. It is your responsibility to ensure that the funds are kept in a secure place.
10. You are required by law to retain records of all income and expenditure relating to your fundraising event or activity. Please use the Income and Expenditure Form provided, retain evidence in support of all expenses, and send copies to Guide Dogs NSW/ACT within seven (7) days of the fundraising event or activity taking place.
11. All costs and debts associated with your fundraising event or activity are your responsibility and we will not be liable for any financial loss suffered by you or those involved.
12. You acknowledge that only Guide Dogs NSW/ACT is authorised to allocate donated funds within Guide Dogs NSW/ACT.
13. You must not approach the general public with door-to-door, street or telephone collections as part of the fundraising event or activity.
14. If you are planning to involve children in your fundraising event or activity, they must be at least eight (8) years of age and have the consent of their parent or guardian.
15. You are required to keep a record of all persons involved in your fundraising event or activity, including details about what activities they were involved in.
16. You must disclose any prior or current criminal convictions. Although these will not necessarily stop you from being able to support Guide Dogs NSW/ACT, they will be taken into account in agreeing to your suitability as an organiser.
17. The organiser agrees to release Guide Dogs NSW/ACT to the fullest extent permissible under law for all claims and demands of any kind associated with the fundraising event or activity, and to indemnify Guide Dogs NSW/ACT for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the fundraising event or activity.
18. We may at any time without the need to give any reasons, withdraw your approval to fundraise by notification in writing.

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## Income and Expenditure Form

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Your name:

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Name of fundraising event or activity:

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Financial year:

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### Income

|                      |           |
|----------------------|-----------|
| Donations:           | \$        |
| Raffles:             | \$        |
| Auctions:            | \$        |
| Other:               | \$        |
| <b>Total income:</b> | <b>\$</b> |

### Expenditure

|                      |           |
|----------------------|-----------|
| Postage:             | \$        |
| Printing:            | \$        |
| Stationary:          | \$        |
| Raffles:             | \$        |
| Other:               | \$        |
| <b>Total income:</b> | <b>\$</b> |

**Net income (total income less total expenditure):**    \$

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