



The University of Sydney

KOLLING Foundation

Medical research *matters*™



Royal North Shore Hospital

APPLICATION FOR AUTHORITY TO FUNDRAISE

The Australian Government has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Acts in each state, anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the organization they are raising money for.

So before you get started, we will need to authorise your fundraising activity. Any person, organisation, group or other, fundraising in the name of Kolling Foundation needs to accept the following 'Fundraising Guidelines' and register their fundraising activity with Kolling Foundation.

Please read through these Guidelines, then complete and sign the Agreement to Fundraise accepting Kolling Foundation's fundraising conditions.

Donations can be banked directly into our account:

Account Name: Kolling Foundation
Account Number: 107597
BSB Number: 032390
Financial Institution: Westpac

Please contact us if you have any questions – we are here to help!

Tel 1300 KOLLING (1300 565 546)
Email foundation@kolling.com.au
Web www.kolling.com.au

PROPOSED EVENT (attach additional information if required. Attachments (please tick): Yes No)

Name of Event: _____

Description of proposed fundraising activities/events, including date, venue and venue address:

How will funds be raised?

Estimated Donation: _____

Area for Support: Area of Greatest Need or Specific Area: _____

FUNDRAISING GUIDELINES

SUPPORT SERVICES

- Due to limited resources, Kolling Foundation may not be able to take a coordination role in your Event, such as assistance with ticket sales, soliciting prizes or organising celebrities. The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangements for the Event must be planned with the approval of Kolling Foundation and Kolling Foundation expects a reasonable level of liaison and information about the Event.
- Any changes made from the original details provided on the Agreement to Fundraise Form must be reported to Kolling Foundation and may result in a new sanction to be authorised.

FINANCIAL ASPECTS OF ANY FUNDRAISING EVENT

- Any expenditure involved with the conduct of your fundraiser and any disposition of funds and profits resulting from a fundraising appeal must be properly authorised by Kolling Foundation beforehand.
- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event. The Charitable Fundraising Acts state this as expenses not exceeding 40% of the gross proceeds.
- The proceeds of the Event, the official sanction letter, and a statement of income and expenditure together with copies of receipts for all expenditure, are to be sent to Kolling Foundation within ten (10) days of the conclusion of the Event.
- Individual receipts for tax deductions for supporters of the Event can be issued by Kolling Foundation if that supporter makes a donation of \$2.00 or more. If supporters would like receipts, please send a list including name, address, and phone number and donation amount. If the total of individual receipts exceeds ten (10) individuals, please provide Kolling Foundation an electronic version of your register.
- When the supporter has received goods or services in return for money given (e.g. purchased raffle tickets or prizes at auction), a tax deductible receipt cannot be issued.
- For donated goods and services Kolling Foundation requires correspondence from the company or individual stating the donated value of goods or services to the event. Accurate records of the donors' details assist Kolling Foundation with financial reporting and thank you letters.
- A template is available from Kolling Foundation to assist you with capturing this information.

THE USE OF KOLLING FOUNDATION NAME, LOGO

- The Fundraiser has no right to the names 'Kolling Foundation' and 'Kolling'. Nor is the Fundraiser given the right to raise funds in those names. This means you cannot call your event a Kolling Foundation event i.e. A Kolling Foundation Trivia Night, however you can call it an event supporting Kolling Foundation.
- Kolling Foundation can sanction the use of a line of copy stating the relationship between the Fundraiser and Kolling Foundation for all fundraiser promotional material. Recommended wording would be,

This event proudly supports Kolling Foundation

- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to the Kolling Foundation for approval and must also state how the proceeds from the event are to benefit Kolling Foundation, eg 'All proceeds go to medical research at Royal North Shore Hospital'.
- If the Fundraiser wishes to use the Kolling Foundation, Kolling master brand or Kolling child logos on any materials or products, the Fundraiser must obtain prior permission from Kolling Foundation. Please contact Kolling Foundation for more details.
- Kolling Foundation does not encourage the use of patients in events or in the media in any way that would compromise their privacy. Should you wish to include some stories, testimonials or case studies in your promotional material Kolling Foundation will be able to provide you with appropriate material.

MEDIA AND PUBLIC RELATIONS

- All media materials and press releases must be approved by Kolling Foundation prior to circulation. We are happy to discuss any ideas you may have and provide an example press release.

KOLLING FOUNDATION REPRESENTATIVES

- A Kolling Foundation Representative can be arranged to attend your event depending on availability.

PERMITS

- Some activities require permits e.g. raffles where the total prize pool is over a certain amount.
- Permits are also required by councils and shopping centres for outdoor events.
- If you have any queries please contact the Kolling Foundation team in your state, or visit www.australia.gov.au and search under 'Gaming and Racing' for a full list of local gaming authorities in your relevant state.

LIABILITY

- All aspects of financial and public liability and public safety are the responsibility of the event organiser. As Kolling Foundation is not the event organiser we are unable to cover any liability on your behalf.
- The Fundraiser agrees to release Kolling Foundation to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of Kolling Foundation or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

ACCEPTANCE

- I have read and understand the terms and conditions under which any fundraising activities benefiting Kolling Foundation need to operate.
- I will endeavour to ensure that Kolling Foundation representatives are informed of the development of any fundraising concepts and approve any promotional material or media releases citing Kolling Foundation as the beneficiary.
- I have read the terms of agreement and offer to hold my fundraising event in accordance with Kolling Foundation's guidelines.
- I understand my obligations with regards to sending the proceeds raised to Kolling Foundation within ten (10) business days.
- I agree to conduct my event in a manner which upholds Kolling Foundation's integrity, professionalism and values.
- I agree to inform Kolling Foundation if any of the details in this application change.

Name (Fundraising Coordinator)

Position (if applicable)

Community Group or Company (if applicable)

ABN (if applicable)

Address

Suburb

State

Postcode

Phone

Fax

Mobile

Email

Web

Signed

Date