

Catherine House

Fundraising/Event Request Form

To comply with legal fundraising requirements in South Australia and Catherine House Inc. please fill out the form below and email to fundraising@catherinehouse.org.au

or post to:

Catherine House Inc - Fundraising Manager
PO Box 6031 Halifax Street
ADELAIDE SA 5000

Contact Details

Business/Organisation Name:

Contact Person:..... Title:.....

Address:.....

Suburb: Post Code:.....

Contact Phone:..... Mobile:.....

Email:..... Preferred communication:

Email Phone

Mail Nil

Fundraising/Activity Proposal

In Kind Donation Description of items

Event Name:

Event/Activity:

Event Location:..... Event Date:.....

Will 100% of proceeds be donated to Catherine House?

If there are multiple beneficiaries please list the charity name and percentage of amount to be donated:

Support from Catherine House - Do you require any of the following?

Balloons Donation Box

Brochures/Newsletter Receipt Record Sheet

Social Media Post Display Banner

Catherine House Logo

Once approved, Catherine House will issue you with a Letter of Authority
Please feel free to display this letter at your event or as requested

Catherine House

AGREEMENT TO FUNDRAISE

Our organisation is required to meet various legal obligations that apply to fundraising in the community.

Catherine House has been granted a Section 6 and Section 7 Licence by the Office of the Liquor and Gaming Commissioner to collect money or goods, or conduct entertainment to which any charge for admission is made for charitable purposes under the "**Collection for Charitable Purposes Act, 1939**".

To help you organise your event, Catherine House has collated a list of points that must be followed to protect all participating parties. If you have any questions, please contact the Fundraising Manager on (08) 8232 2282, who can assist you further.

Conducting a Fundraising Event benefiting Catherine House Inc.

- 1.The organiser of any fundraising event or activity needs to abide by all State / Territory charities' legislation and apply for any permits and authorities that may be required.
- 2.Organisers are advised to ensure they have the relevant insurance and indemnity considered necessary in association with any event that involves the general community or individual members of the public.
- 3.Organisers wishing to use the Catherine House Inc. "Proudly Supporting" logo **must gain approval.**
- 4.All publicity in reference to the fundraising event/activity should clearly state that the event activity is being organised by (name of organiser/company). All promotional material must be worded in such a way as to make it clear that Catherine House is either the only beneficiary, or is one of a number of charities benefiting from the event.
- 5.All promotional material, including media releases must be approved by Catherine House.
- 6.The organisers must not represent themselves as acting on behalf of Catherine House. If you would like a representative from Catherine House to attend please contact our office.
- 7.The organisers must not incur any expenses in the name of Catherine House.
- 8.All proceeds of the event benefiting Catherine House to be remitted within four weeks of completing the event or activity.
- 9.The organisers must fill in the attached form and forward it to the Catherine House Fundraising Manager for approval before conducting (including Promoting) the event.

Yes! I/We understand the above agreement terms to fundraise for Catherine House. We will ensure that Catherine House are informed of the development of any fundraising concepts and approve any promotional or media releasing citing Catherine House.

Signed:

Date:.....