

CATHERINE HOUSE

FUNDRAISING/EVENT REQUEST FORM

To comply with legal fundraising requirements under the Collections for Charitable Purposes Act 1939 (SA) and Catherine House Inc. policy, please fill out this form and return via email or post.

✉ fundraising@catherinehouse.org.au 📍 PO Box 6031 Halifax Street Adelaide SA 5000

STEP 1 CONTACT DETAILS:

Contact Person: _____

Business/Organisation Name: _____

Address (Street, Suburb): _____

Postcode: _____

Contact Phone: _____

Email: _____

Preferred Communication: Email Mail None

STEP 2 FUNDRAISING ACTIVITY PROPOSAL

Event Name: _____

Event Activity: _____

Event proceeds (e.g. Catherine House will receive 10% of ticket sales): _____

Event Location: _____

Event Date: _____

In Kind Donation? Yes No Description of items: _____

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

STEP 3 SUPPORT FROM CATHERINE HOUSE - DO YOU REQUIRE ANY OF THE FOLLOWING?

Balloons

Donation Box

Display Banner

Brochures/Newsletter

Receipt Record Sheet

Please note all collateral needs to be collected from our office.

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.