

Authority to Fundraise

FUNDRAISING REPORT

Date of Event: _____

Name: _____

On behalf of: _____

Address: _____

Suburb: _____

Postcode: _____

Telephone number(s): _____

Email: _____

DONOR REPORT:

Please use the below table to recognise any significant individual donors you may like us to personally thank. Below that you can also provide a list of any individual requests for Tax Invoices – or email a separate list if desired.

SIGNIFICANT DONATIONS

Name:	Donation \$
Email / Ph:	
Name:	Donation \$
Email / Ph:	

TAX INVOICE REQUESTS

Name:	Donation \$
Email / Ph:	
Name:	Donation \$
Email / Ph:	
Name:	Donation \$
Email / Ph:	

FINANCIAL REPORT:

Edit or add additional lines as needed – or email a separate spreadsheet if desired

MONEY RECEIVED

Donations	\$
	\$
	\$
	\$
	\$
	\$
Total Fundraising Income	\$

Date proceeds were deposited to Still Aware's bank account: ____/____/____

Method

☐ Direct Deposit

Still Aware Inc
BSB: 035 034
Acc No: 372865

☐ Online payment

www.stillaware.org/donate

DECLARATION: I certify that the above report with details of monies received and proceeds banked is true and correct.

Print name: _____

FUNDRAISERS ACKNOWLEDGMENT

By fundraising for Still Aware you are accepting and acknowledging the following conditions:

- I personally commit to demonstrating high standards of personal integrity, character and accountability; treating all persons with respect and dignity – in acknowledgement that my behaviour, demeanour and personal conduct will inherently reflect Still Aware and the cause.
- I acknowledge that I am not authorised to speak on behalf of Still Aware but will refer any questions related to the charity direct to the charity's website or email: contact@stillaware.org.
- I may state that; 'I am an authorised fundraiser for Still Aware'.
- I declare that I am are not in any of the following situations/categories: o a person who has committed a disqualifying offence (involving fraud, dishonesty, or violence - or any other offence – where the offence is punishable by 3 months or more imprisonment),
- All collection/fundraising activities must comply with all relevant Australian State and Federal Laws;
- I/our organisation is responsible to determine and then obtain any relevant permits and/or licences for the purposes of the collection/fundraising activity;
- Still Aware is not responsible for any of the costs associated with the collection/fundraising activity;
- All promotional materials, advertising and signage used (including but not limited to brochures, emails and/or websites) must: o be submitted to, and approved by Still Aware Head Office. o clearly state that any donations and goods are being collected are fundraising for Still Aware;
- The use of Still Aware's logo must be approved by Still Aware Head Office prior to any publication
- A copy of the 'Authority to Fundraise' letter issued by Still Aware should be available to be inspected on request – during the course of the collection/fundraising event.
- Any volunteers must be under the direct supervision and responsibility of the Authorised Fundraiser; o no person under the age of 16 years shall act or be permitted to act as a volunteer without the written approval and direct supervision of their parent/guardian;
- Any and all monies received must be paid to Still Aware's nominated bank account within 14 days of collection.
- I/our organisation must provide Still Aware with a 'Fundraising Report' (see sample over the page) including an accurate record of the fundraising income associated with the collection/fundraising activity, along with copy of the direct deposit receipt number or banking deposit slip;
- Still Aware reserves the right to withdraw the Authority to Fundraise under their Approval to Fundraise licence at any time should I/our organisation fail to meet any of the above conditions.