

Fundraising Registration Form



Your Name (Primary Contact 'Fundraiser')

Name of Community/Company/Group (if applicable)

Primacy Contact's Number/Mobile

Primacy Contact's Email Address

Postal Address

Name of your Fundraising activity/event ('Event')

Describe your proposed fundraising activity/event, including venue and venue address:

Estimated Donation to Wheelchair Sports NSW (WS NSW): \$ _____

How did you find out about WS NSW? (Please tick)

- | | | |
|---|------------------------------------|------------------------------|
| <input type="radio"/> WS NSW member | <input type="radio"/> WS NSW event | <input type="radio"/> Friend |
| <input type="radio"/> WS NSW newsletter | <input type="radio"/> Website | <input type="radio"/> Other |

Terms & Conditions

I have read and understand the terms of agreement (Fundraising Guidelines overleaf) and offer to hold my fundraising activity in accordance with these Guidelines.

I will endeavour to ensure that WS NSW representatives are informed of the development of any fundraising concepts and approve any promotional material or media releases citing 'Wheelchair Sports NSW' as the beneficiary. I understand my obligation to forward all proceeds raised to WS NSW within 14 days.

I, _____ (Fundraiser) agree to conduct my fundraiser _____ (Event) in a manner which upholds Wheelchair Sports NSW's professionalism and values. I agree to inform Wheelchair Sports NSW if the details of my fundraiser deviate from those stated on this Agreement Form.

Signed

Dated

WS NSW reserves the right to withdraw its approval for the fundraiser/event at any time if it appears that there is a likelihood of the fundraiser failing to adhere to any of the agreed Fundraising Guidelines.

Estimated Budget

WS NSW is required under the 1991 Charitable Fundraising Act to record details of your fundraising event expenses. Please detail your projected fundraising activities and expected income, as well as list all expenses you expect your event to incur.

Please adjust items applicable to your Event (as required):

Income	\$ Amount	Expenses	\$ Amount
Sponsorship		Venue Hire	
Registration Fees		Food & Beverage	
Ticket Sales		Printing	
Donations		Security	
Raffles		Insurance	
Auctions		Advertising	
Other		Promotional Material	
		Prizes	
		Transport	
		Other	
		Other	
Total Income		Total Expenses	
		Total Profit	

Fundraising Support

Please tick below any areas of support you may require for your 'Event':

- Wheelchair Sports NSW logo
- WS NSW Brochures
- WS NSW Posters
- WS NSW Cash Collection Box

Upon receipt of your signed Fundraising Agreement Form, requested materials will be provided wherever possible based on stocks available.

Fundraising Guidelines

Under the 1991 Charitable Fundraising Act, anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the organisation.

Before you start your fundraising for WS NSW, we will need to authorise your fundraising activity/event. These Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of Wheelchair Sports NSW. We need you to read the guidelines, then complete, sign and send back the 'Fundraising Agreement Form' to Wheelchair Sports NSW via email to fundraising@wsnsw.org.au or fax to: 02 9809 5638 or mail to PO Box 3244, Putney NSW 2112.

FUNDRAISING FOR WHEELCHAIR SPORTS NSW

- Due to limited resources, WS NSW is not able to take a coordination role in your fundraiser, such as assistance with ticket sales, soliciting prizes or organising celebrities. The Event, including the financial aspects, fundraising activities, 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 WS NSW and WS NSW 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 WS NSW and may result in a new sanction to be authorised.
- WS NSW requires that there be NO door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Fundraiser.

FINANCIAL ASPECTS OF THE EVENT

- Any expenditure involved with the conduct of your Event and any disposition of funds and profits resulting from a fundraising must be authorised by WS NSW 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 50%** 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 WS NSW within 14 days of the conclusion of the Event.
- Individual receipts for tax deductions for supporters of the Event can be issued by WS NSW if that supporter makes a donation of \$2.00 or more. If supporters would like receipts, please send a list including name, address, phone number and donation amount. If the total of individual receipts exceeds 10, please provide WS NSW an electronic list by email. Note: 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.

THE USE OF WHEELCHAIR SPORTS NSW'S NAME AND LOGO

- The Fundraiser has no right to the names 'Wheelchair Sports NSW'. Nor is the Fundraiser given the right to raise funds in

this name. This means you cannot call your event a WS NSW event i.e. A *Wheelchair Sports NSW Trivia Night*, however you can call it an event *supporting* WS NSW.

- WS NSW can sanction the use of a line of copy stating the relationship between the Fundraiser and WS NSW for all fundraiser promotional material. Recommended wording would be, *'This event proudly supports Wheelchair Sports NSW' or 'Funds raised will assist Wheelchair Sports NSW to enrich the lives of people with a disability through participation in sport'*.
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to the WS NSW for approval and must also state how the proceeds from the event are to benefit WS NSW, eg 'all proceeds from this event' or 'all proceeds from the auction'. Please allow 5 (five) days for approval of your material.
- If the Fundraiser wishes to use the WS NSW logo on any materials or products, the Fundraiser must obtain prior permission from WS NSW. Please contact your WS NSW representative for more details.
- WS NSW does not encourage the use of WS NSW junior members 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 your WS NSW representative will be able to provide you with appropriate material.

MEDIA AND PUBLIC RELATIONS

- All media materials and press releases must be approved by the WS NSW prior to circulation. Please allow 5 (five) days for approval and we are happy to discuss any ideas you may have and provide an example press release.

WHEELCHAIR SPORTS NSW REPRESENTATIVES / SPEAKERS

- A WS NSW representative / athlete can be arranged to attend your event depending on availability. At least 2 (two) weeks notice is required for such a request

PERMITS

- Some activities require additional 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 visit www.australia.gov.au and search under 'Gaming and Racing' for a full list of local gaming authorities in NSW or contact your WS NSW representative

LIABILITY

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