



# AUTHORITY TO FUNDRAISE FORM

Submit the completed form to Director of Finance and Corporate Services.

Please complete the following information using BLOCK LETTERS.

Name \_\_\_\_\_

Name of organisation (if applicable) \_\_\_\_\_

Special Purpose and Trust Fund Cost Centre \_\_\_\_\_

Name of Committee \_\_\_\_\_ Number of Committee Members \_\_\_\_\_

**Type of Fundraising Activity** \_\_\_\_\_

Please state the type of fundraising activity, for example, dinner, donation box, morning tea, raffle etc.

Name of event (if applicable) \_\_\_\_\_

Proposed date & time \_\_\_\_\_

Address of venue \_\_\_\_\_

Proposed expenditure \$ \_\_\_\_\_ Anticipated income \$ \_\_\_\_\_

*Please note that gross expenditure is not to exceed 40% of gross income.*

Department/Ward to be donated to  
\_\_\_\_\_

## The Applicant

- I have read the conditions of fundraising and agree to conduct all fundraising activities in conjunction with the Charitable Fundraising Act 1991
- I agree to undertake all fundraising activities on my behalf and at my own risk. SLHD and its facilities and services will not be liable for any injury, damage or loss sustained as a result of any fundraising activities

Name \_\_\_\_\_  
(Name of the person coordinating the event)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Authorisation

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Dr Teresa Anderson, Chief Executive, SLHD)

**Please forward the completed form and any additional information to Fundraising and Relationships, Sydney Local Health District, Post Office Box M30, Missenden Road, NSW 2050 or email to: [donations@slhd.nsw.gov.au](mailto:donations@slhd.nsw.gov.au)**

(Office Use Only)

Fundraiser ID Number \_\_\_\_\_ Date \_\_\_\_\_

# CONDITIONS OF FUNDRAISER

1. Fundraisers must complete the attached Authority to Fundraise Form and return it to Sydney Local Health District for approval. A Fundraiser ID number will be allocated to you.
2. Fundraisers must make it clear in all their dealings with the public, sponsors and supporters that they are acting on their own behalf to raise funds which will be forwarded to the Sydney Local Health District.
3. All publicity should clearly state the intention for the money raised e.g. 'All proceeds go to Sydney Local Health District' or 'X % of proceeds raised will go to Sydney Local Health District.
4. All costs and debts associated with the fundraiser activity are the responsibility of the fundraiser.
5. All funds raised should be forwarded to Sydney Local Health District as soon as possible and within two weeks of completion of an event or for ongoing activities every two weeks for the duration of the event.