



# PROPOSAL TO FUNDRAISE

Please complete this form and return to the address provided before commencing any fundraising activities. Once approved, you will receive your "Authority to Fundraise" letter.

<b>Title:</b>		<b>Contact Name:</b>	
<b>Organisation (if relevant):</b>			
<b>Street Address (not PO BOX):</b>			
<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>
<b>Phone</b>	<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Fax:</b>		<b>Email:</b>	
<b>Title of your Fundraising Activity or Event:</b>			
<b>Venue:</b>			
<b>Start Date:</b>		<b>Finish Date:</b>	<b>Time (if relevant):</b>
<b>Estimated number of participants at your event:</b>			
<p><b>Please provide a brief outline of your proposed fundraising activity or event:</b> (include ticket price, publicity plan, any corporate sponsors that will be approached – please attach another page if this is insufficient space)</p>			
<p><b>How will you be raising money:</b> e.g. Raffle, Collecting Donations, Percentage of Proceeds, Auction, Tickets etc.</p>			
<p><b>Please provide detailed information on how the income/proceeds will be allocated to Westpac Life Saver Helicopter: <u>Please circle below</u> N.B* (The minimum legal amount to come to WLSH is 60%).</b></p> <p>100% to Westpac Life Saver Helicopter / Income less costs / Income Split with other charity / Other:</p>			
<b>Why have you chosen Westpac Life Saver Helicopter as your nominated charity?</b>			
<b>Do you intend to approach local media? Please outline how you intend to promote your activity:</b>			
<b>Do you require the use of our official logo, banner or other materials promoting the work of the Westpac Life Saver Helicopter? Please outline:</b>			



**Terms & Conditions:**

- **Westpac Life Saver Helicopter** cannot reimburse any expenses incurred by you or the organising team. If you need to deduct expenses from your proceeds, this needs to be accurately recorded and reported.
- **Westpac Life Saver Helicopter does not** provide insurance or assume any responsibility for this or any other externally produced activity by individuals not directly employed by **Westpac Life Saver Helicopter**.
- If receipts are required, you must supply the full name, address and amount for each donation upon deposit for taxation purposes and for our internal audit records (this is compulsory).
- Donation receipts will not be provided for transactions other than actual donations. Receipts required must be equal to or less than the net proceeds paid to **Westpac Life Saver Helicopter**.
- All cheques must be made payable to **"Westpac Life Saver Helicopter"**
- Bank Account details for direct deposits will be supplied upon request at the conclusion of your activity.
- **Westpac Life Saver Helicopter** has limited resources and cannot guarantee volunteers or staff to attend your fundraising activity unless specifically arranged under special circumstances, or at the discretion of the Fundraising Manager.
- **WLSH** may assist with logos, banners & merchandise to sell at your event, please advise on your application

I / We agree to abide by the terms and conditions of this fundraising application and acknowledge that Westpac Life Saver Helicopter accepts no liability in respect of this fundraising activity, its organisers or obligated logistics in respect of the activity and anyone associated with it.

**Signed by the organiser as listed in this application:**

**Name (Printed):** ..... **Signature** .....

**Date Signed:**     /     /

**PLEASE POST, FAX OR EMAIL YOUR COMPLETED & SIGNED APPLICATION TO:**

**Joanne Baxter  
Westpac Life Saver Helicopter  
P.O Box 61  
MATRAVILLE NSW 2036**

**Fax: (02) 9311 0041 OR Email: [jbaxter@lifesaver.org.au](mailto:jbaxter@lifesaver.org.au) Ph. (02) 9694 3160**

You will be contacted to confirm receipt of your application. Once approved, we will provide you with a letter of authority which will allow you to conduct your fundraising activity with written approval should you be required to present proof of charitable purpose.

**OFFICE USE ONLY**

FA No.

L.O.A Date sent/posted/emailed:     /     /

Event Result: \$

Funds received:     /     /

Method: **Cheque**   **Direct Deposit/Transfer**   **Cash**

Certificate / Letter of acknowledgement issued:     /     /

Notes: