



Live Well. Be Healthy.

COMMUNITY FUNDRAISING REGISTRATION FORM

Please complete this form and return to Diabetes Tasmania at 88 Bathurst Street, Hobart or via email to mail@diabetestas.org.au.

Once your fundraising activity has been approved, you will receive an official letter of authority to demonstrate that your activities have been approved by Diabetes Tasmania. This letter can be used to assist you in collecting donations, raffle prizes and sponsorship from businesses.

Your contact details

Name:

Community group/organisation (if applicable)

Address:

Phone:

Email:

Fundraising details

Name of fundraiser/activity:

Location:

Date and time:

Description of activity:

How will funds be raised from this activity:

Why have you chosen Diabetes Tasmania to be the beneficiary of your fundraising?

Fundraiser budget

Target (estimated): \$

Total estimated costs: \$

Details of anticipated expenses (advertising, room hire etc)

Authorisation

I/We _____ have read, understand and agree with the terms and conditions related to community fundraising for Diabetes Tasmania, as outlined in the Community Fundraising Guidelines. I agree to act in a professional manner while conducting the event in order to uphold the integrity of Diabetes Tasmania. I also accept my responsibility to deliver funds and required paperwork to Diabetes Tasmania within 28 days of the conclusion of the event.

Name: _____

Signature: _____

Date: _____

Office Use

Date application received:

Application approved: Yes / No

Letter of authority sent: Yes / No Date:

Any collateral provided:

Results Summary



After your fundraising activity has finished, this form should be completed and returned to our offices at 88 Bathurst Street, Hobart.

Please include your Donor Receipt Form, if required, and any funds raised.

Organiser's details
Name:
Phone:
Email:
Fundraising details
Fundraiser or activity name:
Date held:
Total funds raised: \$
Total expenses deducted (see below): \$
Total net proceeds: \$
Signature:

Donor Receipt Form

Donations of \$2 and over are tax deductible. Should any of your supporters require a receipt, please record their full details on the list below. At the end of your fundraiser please send this form to Diabetes Tasmania’s Hobart office so that official receipts can be issued directly from our office to the supporter. Be sure to provide accurate and complete details on this form to enable us to provide receipts to supporters promptly.

Please note: Under Australian Taxation Office rules, donations are not tax-deductible if the donor receives goods or services in return for the money donated. For example, the purchase of any services or merchandise, raffle tickets, auction items or competition tickets or event entry does not qualify as a tax deductible donation.

Organiser’s details
Name:
Event Name:
Contact number:

Title	Name	Address	Suburb	Pcode	Contact number	Donation \$

Donor Details Form

If you would like to hear more about events and activities which support the work of Diabetes Tasmania, we'd love to keep you informed, so please just fill in your details below.

Title	Name	Address	Suburb	Pcode	Contact number	Email address	Signature