

Community fundraising guidelines



Community fundraising registration form

Please complete this form and return to Diabetes Tasmania at Level 7, 152 Macquarie Street, Hobart or via email to aheadlam@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 Level 7, 152 Macquarie 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:

