

COMMUNITY FUNDRAISING APPLICATION FORM

Application is made for authority to fundraise under the Charitable Collections Licence issued to **Breast Cancer Research Centre-WA (BCRC-WA)** (Charitable Collections Licence No CC21750) (“the licence holder”) under the *Charitable Collections Act 1946 WA*.

Please note, approval of your application may only be granted when BCRC-WA has received a completed and signed application form and is satisfied that the fundraising activity will be conducted in a manner that upholds Breast Cancer Research Centre-WA’s integrity, professionalism and values.

Personal Details	
Title:	
First Name:	
Last Name:	
Group/Organisation Name:	
Postal Address:	
Suburb:	
State:	
Postcode:	
Home Phone:	
Mobile:	
Email Address:	
Date of Birth:	
Proposed Fundraising Event Details	
Name of Event/Activity:	
Date of Event:	
Time of Event:	
Venue:	
Venue Address:	
Number of People:	
Fundraising Target:	\$
Brief outline of activities:	

ACKNOWLEDGEMENT

I _____ have read and agree to abide by the terms and conditions of BCRC-WA Community Fundraising Guidelines. By signing this application, I accept and acknowledge the following conditions:

- all fundraising activities must comply with all relevant Australian State and Federal Laws;
- where necessary, I/our organisation is responsible for obtaining adequate public liability insurance with respect of the fundraising activity;
- where necessary, I/our organisation is responsible for obtaining any relevant permits and/or licences for the purposes of the fundraising activity;
- the licence holder is not responsible for payment of any of the costs associated with the fundraising activity;
- all monies received must be paid to the licence holder's nominated bank account within 14 days of collection as required by regulation 11(2) of the *Charitable Collections Regulations 1947*;
- I/our organisation must provide the licence holder with an accurate record of the income and expenses associated with the activity and copies of receipts and invoices for all expenses within 30 days of the activity;
- all advertising and promotional materials used must clearly state that the money and goods are being collected under the authority of the licence holder;
- the licence holder's logo is not to be used without express permission;
- any collection tins or boxes used in the fundraising activity must be sealed, consecutively numbered and clearly state that the money is being collected under the authority of the licence holder;
- cash collections are to be counted by a minimum of 2 people in a private, secure place at or immediately after the fundraising activity;
- any door to door collections may only be conducted Monday to Saturday between the hours of 9am and 6pm (as required by regulation 14(1) of the *Charitable Collections Regulations 1947*);
- any telephone marketing to solicit donations or market goods to the public may only be conducted Monday to Saturday between the hours of 9am and 8pm (as required by regulation 14(2) of the *Charitable Collections Regulations 1947*);
- collectors participating in any appeal should be issued with and display an identification badge which should indicate the name of the collector, the licence holder and the period that the authority shall remain in force;
- no person under the age of 16 years shall act or be permitted to act as a collector;
- collectors must give a receipt for all monies received and goods sold. The receipts are to be consecutively numbered and include the name and address of the licence holder in addition to the organiser of the fundraising activity;
- the fundraising activities cannot be used for personal or commercial gains and all monies collected may only be distributed to the purpose outlined in this application; and
- the licence holder reserves the right to withdraw authority to fundraise under their licence at any time should I/our organisation fails to meet any of the above conditions.

Signed: _____

Date: ____/____/____

Thank you for your support

Please return this completed form to BCRC-WA by email:
fundraising@bcrc-wa.com.au or by post to:
PO Box 141, NEDLANDS WA 6909

OFFICE USE ONLY

Authorisation

Fundraising & Bequests Coordinator

Signed: _____

Date: _____