



Proposal for Holding a Fundraising Event for Motor Neurone Disease Association NSW

Thank you for your interest in holding a fundraising event for the Motor Neurone Disease Association of NSW (MND NSW). Before you begin organising your fundraising event please read the attached *Fundraising Guidelines* and complete, sign and return this form. Please also return a copy of the Event Coordinator's Driver's Licence or Passport.

In order for a person to collect money on behalf of MND NSW they must have an *Authority to Fundraise* which needs to be issued by MND NSW. It may take up to 7 working days to process your proposal form and send the *Authority to Fundraise*.

EVENT DETAILS

Name of Event _____

Proposed Date of Event _____

Proposed Time of Event _____

Organisation (if applicable) _____

Venue Name _____

Venue Address _____

Brief Description of Event _____

CONTACT DETAILS

Coordinator _____

Address _____

Suburb _____ Postcode _____

Phone (bh) _____ (mobile) _____

Email _____

Names of others assisting with event _____

Please indicate where you would like funds raised directed to

- To be used where it is needed most by MND NSW
- To be used for Support
- To be used for Equipment

ADMINISTRATION

How do you plan to promote your event? *(The names of sponsors promoted or used must be submitted to MND NSW to allow us to ensure there is no conflict with our policies. Details of sponsorship/support approached and sponsorship/support secured).* Details and copies of any media must be submitted to MND NSW for approval prior to release.

Will any other organisation benefit from your event? NO YES

If Yes, who? _____

Proportion (%) of income to MND NSW _____

Do you have or intend to seek public liability insurance for your event?

NO YES (please give details) _____

Do you require raffle books? (\$2 denomination, 25 tickets per book) NO YES

If Yes, please advised quantity required _____

Do you require merchandise to sell? NO YES

Merchandise required will be sent on consignment.

Do you require collection containers? NO YES

If yes, please advise quantity and type.

* Small counter collection box with chain: _____

* Small collection container with handle: _____

* Plastic collection bucket (Large/Small): _____

Do you have any other requirements? NO YES _____

Do you want to use the MND NSW logo?

NO YES

Would you like MND NSW to post your event and contact details on our

Website Newsletter Facebook Page

Please advise your preferred contact for the above

Contact Name _____

Email _____

Mobile _____

FUNDRAISING AGREEMENT

1. I, _____ (Coordinator's name) accept the terms and conditions of the Fundraising Guidelines.
2. I agree to conduct my fundraising event _____ (name of fundraiser/event) in accordance with those terms and conditions and in a manner which upholds the integrity, professionalism and values of MND NSW.

Coordinators Signature _____

Name (please print) _____ Date _____

Signatures of others assisting with this event

Thank you for completing the *Proposal for Holding a Fundraising Event* form.

Please return completed proposal to:

Email

fundraising@mndnsw.asn.au

Mail

Fundraising Department

MND NSW

Locked Bag 5005

Gladesville NSW 1675

Fax

02 9816 2077

Please contact us by phone on 02 8877 0999 for any questions.



Fundraising Guidelines Motor Neurone Disease Association NSW

These guidelines have been developed to assist individuals and groups who are developing fundraising projects to benefit the Motor Neurone Disease Association of New South Wales (MND NSW).

Fundraising for MND NSW

Before conducting any fundraising event or activity, any person, organisation or group intending to raise money for the work of MND NSW must:

- Read and agree to these *Fundraising Guidelines*.
- Complete and sign the *Proposal for Holding a Fundraising Event* form and return to MND NSW.
- Provide a copy of the Driver's Licence or Passport of the Event Coordinator.
- Receive from MND NSW an *Authority to Fundraise*.

Please note the fundraising event should only proceed after the Coordinator has received an *Authority to Fundraise* from MND NSW. This authority may need to be presented as confirmation that you have been authorised to hold an event on behalf of MND NSW. Businesses or individuals donating monies, goods or gift vouchers may want to sight this. Any person, organisation or group involved in a fundraising activity that does not hold an *Authority to Fundraise* may find themselves in breach of legislation relating to charitable fundraising.

Financial Responsibility

Any expenditure involved with the conduct of a fundraising activity must be properly authorised by MND NSW beforehand. The Coordinator is not entitled to incur any unauthorised expenditure in the name of MND NSW.

The Coordinator must take all reasonable steps to ensure that their 'out-of-pocket' expenses in conducting the fundraising event do not exceed a fair and reasonable proportion of the gross proceeds raised.

The Coordinator holds all proceeds raised from the fundraising event on behalf of MND NSW and must ensure that the **proceeds of the fundraising activity are sent to MND NSW within 14 days of the conclusion of the event.**

Insurance

We will supply you with a copy of our public liability certificate of currency if required.

Promotion and MND NSW Logo

If required you can be authorised to use the MND NSW logo on all literature regarding your event. Any promotional materials, advertisement and/or media communications to be used for the fundraising event must be approved by MND NSW prior to publication. This includes flyers, posters and banners advertising the event. The MND NSW registered charity number, CFN 11154, must also be included with our logo at all times.

All promotional material and advertisements connected with the fundraising event must state how the proceeds are to benefit MND NSW. For example it may state "all proceeds from this event will go towards MND NSW".

Auction Items

If you are planning to auction items at your event to raise funds it is important to attempt to get these items sponsored/donated. Items could range from goods, vouchers for accommodation/restaurants or memorabilia. When holding an auction you might consider having both a live and a silent auction.

Raffle Tickets

Running a raffle to assist in fundraising for your event is a great way of gaining interest and funds before the actual event. Where possible all raffle items should be donated rather than paid for. If the items must be paid for please note that the cost of the items must not come from the gross fundraising amount.

Raffle ticket books are supplied by MND NSW and come as \$2 tickets. There are 25 tickets in each book. All tickets are individually numbered and are recorded by MND NSW. A record of all books received and sold must be kept. Raffle ticket butts are to be kept and returned to MND NSW at the end of the event for storage as required by law.

Where possible, attempt to gain all contact information from those buying the tickets. The winner(s) of a raffle should be notified first by phone and then by advertising in a public place. This could be your local newspaper or Facebook page.

Please note when selling raffle tickets in a public area you should contact the management body of the area where you are selling tickets and seek their permission.

Merchandise

MND NSW has various items for sale which also assist in raising our much needed funds. All items of merchandise are priced by our office; no price changes are permitted unless authorised by MND NSW. Merchandise for your fundraising event can be sent on consignment. An invoice will be enclosed with your order so please record all merchandise sales.

Merchandise orders can be made by completing and returning the MND NSW *Merchandise Order Form*. Please contact us if you would like this form sent to you.

Thank you for choosing to support MND NSW.