

Activity and Fundraising Proposal



Activity Coordinator/s details

Contact Name

Organisation Name

Mailing Address

Suburb State Postcode

Email

Phone number

Facebook Page

Activity details

Activity Name

Description of activity

How do you intend to Fundraise

Venue/Location

Proposed Date and time of event

Legacy Assistance

Legacy Posters: How many

Donation Tubs How Many

Legacy merchandise

Legacy representative at the activity

Legacy Brochures/Literature

Use of Legacy Logo

If so, what is needed?
.....

Budget

Fundraising target

Estimated Costs*

*If over \$1000 please provide breakdown

Estimated Guest Numbers

Will all proceeds be donated to Melbourne Legacy Yes No

If No list all other organisations & percentage split

Will you be seeking sponsorship from a third party for the event Yes No

Please note: It is a requirement of the ATO that activity organisers keep accurate records of income and expenditure. Additional information will be forwarded to you upon receipt of this application.

Fundraising Agreement

I
(Fundraising Organiser) agree to comply with the Legacy Fundraising Events and Activities Guidelines.

- I understand that my obligation is to send all proceeds to Melbourne Legacy (either by cheque or deposit to Melbourne Legacy's bank) with 28 days of completing the Fundraiser
- I agree that any photographs provided Melbourne Legacy may be used for future promotional, marketing and publicity purposes in any media without notice and without any fees being paid.
- I have read the Legacy Fundraising Events and Activities Guidelines and understand my responsibilities as a fundraiser on behalf of Legacy and will hold my fundraising event in accordance with these terms
- I will act in a professional manner in conducting the fundraising activity and upholding the values of Melbourne Legacy.

This Agreement is made between Melbourne Legacy and the Fundraiser, subject to and conditional upon the terms and conditions of this Agreement

Signed (Coordinator):

Organisation:

Parent or Guardian (name):

Parent or Guardian Signature:

Date:

Thank you for your support of Legacy

Email the completed Activity and Fundraising Proposal to badge@legaymelb.com.au.

Please allow 5 working days for processing and approval

Upon receipt of your activity proposal, it will be assessed and a meeting will be organised to further discuss the activity.

If you have any questions or to return this form please contact us on

Phone: 03 86260500

Email: badge@legaymelb.com.au

Mail: GPU Box 4312 Melbourne Victoria, 3001.