



## Australia for UNHCR

### Community Fundraising Proposal

Thank you for your interest in raising funds for Australia for UNHCR.

Please complete your name, address, and event details on the form below. Once you are registered Australia for UNHCR will provide you with an *Authority to Fundraise Certificate*.

**This form and the Registration form should be returned to Australia for UNHCR:**

**By Mail:** Community Fundraising  
Australia for UNHCR  
PO Box Q428  
QUEEN VICTORIA BUILDING NSW 1229

**By Fax:** 02 9262 4345

#### **PERSONAL DETAILS**

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
[Title/First Name/Family Name]

**Name of organisation:** (if applicable): \_\_\_\_\_

**Address:** \_\_\_\_\_  
[Street Address/Post Office Box]

\_\_\_\_\_  
[Suburb/State/Post Code]

**Email:** \_\_\_\_\_

**Home Phone:** ( ) \_\_\_\_\_

**Business:** ( ) \_\_\_\_\_

**Mobile:** ( ) \_\_\_\_\_

**Fax:** ( ) \_\_\_\_\_



**Details of Corporate Sponsorship (if applicable):**

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**Percentage of funds to be donated to Australia for UNHCR:** \_\_\_\_\_ %

**Funds are to be directed to Australia for UNHCR's \_\_\_\_\_ Appeal**

*(If no Appeal is specified A4UNHCR will direct the funds at its own discretion. For further information about our current appeals go to [www.unrefugees.org.au](http://www.unrefugees.org.au))*

Signature of fundraiser: \_\_\_\_\_ Date: \_\_\_\_\_

Name *(please print)*: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of Australia for UNHCR by: \_\_\_\_\_

***Thank you for your support!***  
Please contact us if you have any queries.

**Office Use only**

Authority to Fundraise Number: \_\_\_\_\_

**The Australian Association for the United Nations High Commissioner for Refugees**  
PO Box Q428, Sydney NSW 1229  
Suite 601, 66 King Street, Sydney NSW 2000  
Tel: (02) 9262 5377 Fax: (02) 9262 4345 Email: [info@australiaforunhcr.org.au](mailto:info@australiaforunhcr.org.au)  
Web: [www.unrefugees.org.au](http://www.unrefugees.org.au) ABN 35 092



## Australia for UNHCR

### Community Fundraising Registration Form

Please complete your name and address details on the form below. Your signature will indicate you have accepted the **Conditions for Fundraisers** (see below).

**This and the Fundraising Proposal should be returned to Australia for UNHCR:**

**By Mail:** Community Fundraising  
Australia for UNHCR  
PO Box Q428  
QUEEN VICTORIA BUILDING NSW 1229

**By Fax:** 02 9262 4345

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
[Title/First Name/Family Name]

**Name of organisation:** (if applicable): \_\_\_\_\_

**Address:** \_\_\_\_\_  
[Street Address/Post Office Box]

\_\_\_\_\_  
[Suburb/State/Post Code]

**Email:** \_\_\_\_\_

**Home Phone:** ( ) \_\_\_\_\_

**Business:** ( ) \_\_\_\_\_

**Mobile:** ( ) \_\_\_\_\_

**Fax:** ( ) \_\_\_\_\_

I wish to undertake a fundraising activity on behalf of Australia for UNHCR. I have read the 'Conditions for Fundraisers' and agree to abide by them. I further agree that my Authority to Fundraise will be available at the event or activity I am organising on behalf of Australia for UNHCR.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

## Conditions for Fundraisers

1. Fundraisers must provide Australia for UNHCR (A4UNHCR) with a clear written description of the nature, extent and duration of the fundraising activity, provide a budget of the proposed activity and provide information about the group or individuals organising the activity. (See Community Fundraising Proposal Form).
2. The Community Fundraiser Registration Form must be completed and returned to A4UNHCR. An Authority to Fundraise Certificate will be issued to the fundraiser for the activity described.
3. All publicity should clearly state the intention for the money raised e.g. **'All proceeds go to Australia for UNHCR (XXX Appeal) or 'X percentage of proceeds raised will go to Australia for UNHCR (XXX Appeal).**
4. Fundraisers must make it clear in all their dealings with the public, sponsors and supporters that they do not represent A4UNHCR, but are acting on their own behalf to raise funds which will be forwarded to A4UNHCR.
5. Fundraisers are not employees or agents of A4UNHCR, nor are they acting in any other representative capacity for A4UNHCR. Fundraisers undertake all fundraising activities on their own behalf and at their own risk. A4UNHCR will not be liable for any injury, damage or loss sustained as a result of any fundraising activities. Fundraisers should note that they are not covered by A4UNHCR's public liability insurance.
6. Any material or products requesting logo representation must be submitted to A4UNHCR for approval in advance of the event being publicised. Permission for use of the A4UNHCR logo must be obtained from A4UNHCR and final artwork signed off by A4UNHCR. The UNHCR logo cannot be used to promote A4UNHCR fundraising activities. Use of the A4UNHCR logo for marketing purposes may attract conditions which will be the subject of negotiations between the organisation and A4UNHCR.
7. Copies of all publicity should be forwarded to A4UNHCR for approval prior to publication.
8. Receipts for funds raised will in general be issued by A4UNHCR to the Fundraiser. If individual donors require receipts A4UNHCR should be notified in advance of the event/activity and the names and addresses of the donors provided to A4UNHCR. Please note that receipts cannot be issued for funds raised by raffles or auctions. (Refer to [www.ato.gov.au](http://www.ato.gov.au) for details of tax-deductibility rulings).

9. All costs and debts associated with the fundraising activity are the responsibility of the fundraiser.
10. All funds raised should be forwarded to A4UNHCR as soon as possible and within two weeks of completion of an event or, for ongoing activities, every two weeks for the duration of the activity.  
Funds can be sent to A4UNHCR by cheque payable to "Australia for UNHCR". The cheque should be sent to:

Community Fundraising  
Australia for UNHCR  
PO Box 428  
Queen Victoria Building NSW 1229

The cheque should be accompanied by your name, address and Authority to Fundraise number. If the funds were collected in support of a particular Appeal, the name of the Appeal should be included.

Funds can also be transferred by EFT. Please call 1300 361 288 for current bank account details.

11. A4UNHCR **DOES NOT** give registered fundraisers permission to collect donations from the public through door-to door knocking or through soliciting donations in public places, such as shopping centres. Please note this does not include selling tickets to a fundraising event (you can sell these door to door).
12. The fundraiser should discuss corporate sponsorship with A4UNHCR in advance of approaching a sponsor.
13. A4UNHCR reserves the right to withdraw approval to fundraise should it be necessary to protect the reputation of A4UNHCR. In this situation, the Authority to Fundraise will be cancelled, all fundraising should cease and all monies raised must be returned to A4UNHCR within seven days of advice of cancellation being received by the Fundraiser.

The Australian Association for the United Nations High Commissioner for Refugees

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Suite 601, 66 King Street, Sydney NSW 2000  
Tel: (02) 9262 5377 Fax: (02) 9262 4345 Email: [info@australiaforunhcr.org.au](mailto:info@australiaforunhcr.org.au)  
Web: [www.unrefugees.org.au](http://www.unrefugees.org.au) ABN 35 092 843 322