



## AGREEMENT TO FUNDRAISE

Thank you for choosing to support the Charlie Teo Foundation by organising a fundraising event. To register your fundraiser please email completed and signed Agreement to Fundraise to [info@charlieteofoundation.org.au](mailto:info@charlieteofoundation.org.au) or register online via [www.charlieteofoundation.org.au](http://www.charlieteofoundation.org.au)

### 'ORGANISER' DETAILS

|   |   |
|---|---|
| <b>Name</b>   |   |
| <b>Organisation (if applicable)</b>                           |   |
| <b>Address</b>  |   |
| <b>Mobile Number</b>  |   |
| <b>Email</b>  |   |
| <b>Have you, or your organisation fundraised in the past?</b> | <input type="checkbox"/> <b>Yes</b> - Please provide details:<br><br><input type="checkbox"/> <b>No</b> |

### YOUR 'FUNDRAISER'

|  |  |
|--|--|
| <b>Title of your Fundraiser</b>  |  |
| <b>Date and Time</b>   |  |
| <b>Venue</b>   |  |
| <b>Target audience</b>   |  |
| <b>Number of people</b>  |  |
| <b>Description of Fundraiser<br/>Include proposed activities and fundraising strategy<br/>e.g. ticket sales, raffle, auction, merchandise.</b> |  |
| <b>Will any other organisation benefit from your fundraiser?</b>   | <input type="checkbox"/> <b>Yes</b> - Please provide name of organisation and approximate percentage of funds:<br><br><input type="checkbox"/> <b>No</b> |

### FUNDRAISER BUDGET

|  |  |
|--|--|
| <b>Estimated donation to the Charlie Teo Foundation</b>  | \$   |
| <b>Will any other organisation benefit from your fundraiser?</b>   | <input type="checkbox"/> <b>Yes</b> - Please provide name of organisation and approximate percentage of funds:<br><br><input type="checkbox"/> <b>No</b> |
| <b>Estimated Budget<br/>Detail your projected income and list all expenses you expect your fundraiser to incur, excluding GST.</b> |  |
| <b>Income</b>  | \$   |
| <b>Ticket Sales</b>  | \$   |
| <b>Raffles</b>   | \$   |
| <b>Auctions</b>  | \$   |
| <b>Merchandise</b>   | \$   |
| <b>Donations</b>   | \$   |
| <b>Sponsorship</b>   | \$   |
| <b>Other</b>   | \$   |
| <b>Total Income</b>  | \$   |
| <b>Less Expenses</b>   | \$   |
| <b>Catering (Food)</b>   | \$   |
| <b>Catering (Beverages)</b>  | \$   |
| <b>Advertising</b>   | \$   |
| <b>Artwork</b>   | \$   |
| <b>Auction Items</b>   | \$   |
| <b>Raffle Prizes</b>   | \$   |
| <b>Audio Visual</b>  | \$   |
| <b>Equipment Hire</b>  | \$   |
| <b>Gifts</b>   | \$   |
| <b>Merchandise</b>   | \$   |
| <b>Printing</b>  | \$   |
| <b>Security</b>  | \$   |
| <b>Transport</b>   | \$   |
| <b>Theming</b>   | \$   |
| <b>Other</b>   | \$   |
| <b>Total Expenses</b>  | \$   |
| <b>NET PROCEEDS</b>  | \$   |

## ADVERTISING AND PROMOTION

Please note all advertising and promotional materials including logo use must be pre-approved by us.

|  |   |
|--|---|
| <b>Briefly outline proposed advertising &amp; promotion</b>      |   |
| <b>Will you be promoting the fundraiser in the media?</b>        | <input type="checkbox"/> <b>Yes</b> - Please provide details:<br><br><input type="checkbox"/> <b>No</b> |
| <b>Use of our logo on advertising and promotional materials?</b> | <input type="checkbox"/> <b>Yes</b><br><br><input type="checkbox"/> <b>No</b>                           |

## ORGANISER ACKNOWLEDGEMENT

I have read and agree to conduct my Fundraiser in accordance with the terms and conditions set out in the Fundraising Guidelines.

I confirm that the information I have provided about my Fundraiser is true and correct. I agree to seek your approval as soon as possible to any proposed changes to my Fundraiser.

I understand you may revoke my Authority to Fundraise if I fail to adhere to the Fundraising Guidelines or if any proposed changes to my Fundraiser are not approved by you. In such circumstances, I agree to immediately cease my fundraising activity.

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Signature

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Date

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Name of Witness

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Role in organisation (if applicable)