

## Community Fundraising Activities

When was the last time you felt you had made a real difference to someone's life? You can do that right now and organise a fundraising event for the one in four South Australians with arthritis. They are of all ages...some are even babies!

The event can be small or big, from a few people to thousands. Either way the effort you make, the funds raised, and the awareness created will be hugely appreciated by Arthritis SA. Community based fundraising events have included sporting competitions, morning teas, raffles, open garden displays, quiz nights, cupcake drives, auctions and even a marathon run.

You can be as simple or as creative as you like – you could have a party plan type night at home, undertake a personal challenge and get sponsorship, have a face painting party for friends... The possibilities are limitless.

### Authority to fundraise

Please fill out and send us the application form on the next page. We can then send you an *Authority to Fundraise* letter. It is a legal requirement for fundraisers to receive this from us before starting fundraising and associated promotional activities.

### Guidelines

Please read our community fundraising guidelines below.

- Those organising/conducting public fundraising activities on behalf of Arthritis SA are responsible for all aspects of the fundraiser.
- Arthritis SA needs to be updated about plans and progress.
- Arthritis SA may be able to provide promotional materials such as Arthritis SA banners and signs and exposure on the charity's website and facebook pages.
- All fundraising is to be conducted in a legal, transparent and morally proper way.
- Unless using a fundraising page such as Go Fundraise for all donations, the organiser must keep a thorough, chronological record of donors requiring tax deductible receipts and provide them to Arthritis SA with the donations.
- Arthritis SA provides receipts and a thank you letter to all those donating \$2 or more.
- All income and expenditure details, including receipts, must be maintained and presented to Arthritis SA within one month of the event.
- Arthritis SA regrets it cannot pay expenses incurred by the organiser. However, the organiser can deduct necessary expenses from the proceeds of the activity (total expenses must be less than 30% of gross funds raised)
- Arthritis SA must receive and approve any advertising or promotional material for the activity, including media releases and external websites if any.
- If setting up a Go Fundraise page to accept donations, please inform us of your page name or ask us for help with setting up a page.

## Community Fundraising Activities

### Application form

Please fill in and complete this application form to hold your own fundraiser on behalf of Arthritis SA. Applications can be received by email [fundraise@arthritissa.org.au](mailto:fundraise@arthritissa.org.au), or by post to Arthritis SA, 118 Richmond Road, Marleston SA 5033. Arthritis SA can also be contacted on 8379 5711 if you have any questions regarding this application.

#### 1. Fundraisers details

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name of business/organisation? (if applicable): \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

#### Children under the age of 16 must fundraise under the supervision of an adult

Supervising Adult Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

#### 2. Event/Activity Information

Proposed date of fundraising activity: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed time of fundraising activity: \_\_\_\_\_

Name of proposed fundraising activity: \_\_\_\_\_

Brief description of activity \_\_\_\_\_

Location: \_\_\_\_\_

Anticipated number of participants/guests: \_\_\_\_\_

How will you advertise your activity? \_\_\_\_\_

How will money be raised - e.g. auction, entry fee, sales, sponsorship: \_\_\_\_\_

List any sponsors or celebrities you would like to approach: \_\_\_\_\_  
(attach list if necessary)

Do you require any assistance/materials from Arthritis SA: \_\_\_\_\_

**PLEASE NOTE:**

*Support and assistance will be assessed on a case by case basis and will depend on anticipated crowd size, potential earnings and availability of guest speakers and volunteers.*

**3. Fundraising Target**

Anticipated gross funds to be raised: \$

Anticipated expenditure associated with the event: \$

How will the funds be forwarded to Arthritis SA:  Cheque  Electronic Transfer  Go Fundraise

**4. Fundraising Agreement**

I accept the terms and conditions detailed within the Fundraising Guidelines. I agree to conduct my activity in accordance with those terms and conditions and in a manner that upholds the integrity of Arthritis SA.

I have read and I agree to abide by the **Fundraising Rules and Guidelines of Arthritis SA and indemnify Arthritis SA** from and against any claim for injuries or damage arising at or from the activity that is the subject of this application.

Signature:

Name (printed):

Thank you for completing this application.