



# External Fundraising Event Notification and Approval Form 2010

Thank you for your interest in holding a fundraising event for Berry Street. We greatly appreciate your support in helping to improve the lives of the children, young people and families in our care.

Please fill in the form below and return it to Berry Street for approval before conducting an event:

## Contact Details

	Berry Street Details	Fundraiser Details
Name of individual		
Position		
Name of organisation		
Address		
Phone		
Mobile		
Email		

## Event Details

Event name	
Proposed time & date	
Location & address	
Event description (plan, objective)	
Number of attendees	
Other organisations involved & their role	
Expected funds to be raised (\$)	

## Berry Street Resources

Resources to be provided by Berry Street:

The organiser of any fundraising event or activity needs to abide by Consumer Affairs charities legislation and apply for any permits and authorities that may be required. Any organisation raising more than \$10,000 must complete an Application for Fundraiser Registration, available on the Consumer Affairs website ([www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)). Copies of any permits must be sent to Berry Street.

Organisers wishing to use Berry Street's name and logo must gain approval from Berry Street. All artwork must also be approved by Berry Street.

All publicity in reference to the fundraising event / activity should clearly state that the event / activity is being organised by yourself or your company. It must be made clear in all promotional material that Berry Street is either the only beneficiary, or is one of a number of charities benefiting from the event.

The organisers must not incur any expenses in the name of Berry Street.

All proceeds of the event held in Berry Street's name are to be remitted within four weeks of completing the event or activity.

### Signed on behalf of Berry Street

Signature: \_\_\_\_\_

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### Signed on behalf of \_\_\_\_\_

Signature: \_\_\_\_\_

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_