



Activity and Fundraising Proposal

Activity Coordinator/s details

Name/s of the activity Coordinator/s: _____

Name of organisation (if applicable): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: Home () _____ Work () _____ Mobile: _____

Fax: () _____ Email: _____

Activity details

Name of activity: _____

Outline/description of activity: _____

Venue/location of activity: _____

Activity date: _____ Finish date: _____ (if applicable) Time: _____

Briefly outline what method/s of fundraising you intend to utilise: e.g) collection donations, raffle, etc:

Names of current or intended sponsors and/or products promoted or used:

Please tell us why you have chosen Legacy as your nominated charity: _____

If known, please advise the name of your local newspaper: _____

Budget details

What is your fundraising target? _____

Will another organisation benefit from the fundraising? Yes No

If yes please state which organisation: _____

Please provide information on how the income/proceeds will be allocated to Legacy:
(100% to Legacy / income less expenses / income split with other charity)

What % of funds raised will be given to Legacy? _____

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.

Activity details

I would like to request the following support/assistance from Legacy

(Please note: We will contact you about your requirements. All support/assistance is subject to availability.)

- Borrow signage
- Donation boxes/tin hats
- Receipts (record of donation)
- Raffle tickets
- Use the Legacy logo
- Legacy representative at the event
- Legacy brochures/literature
- Other _____

Guidelines and agreement

Legacy has established guidelines to ensure that your activity complies with fundraising regulations and upholds the values and principles of Legacy.

A copy of the guidelines will be forwarded to you upon receipt of this proposal and you will be required to sign an agreement prior to this activity being approved by Legacy.

Thank you for your support of Legacy

Upon receipt of your activity proposal, it will be accessed 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: (02) 8333 0600

Email: marketing@legacy.com.au

Website: www.legacy.com.au

Mail: Legacy Australia Incorporated G.P.O. Box 4020, SYDNEY, NSW 2001