

## 2. Please read, complete and submit this form

### Event Coordinator Details

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

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

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web: \_\_\_\_\_

### Event Information

Name/Description of your fundraiser: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event Finish Date: \_\_\_\_\_

Venue Address: \_\_\_\_\_

How funds will be raised? (eg: ticket sales, auction, sausage sizzle, morning tea): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Event Budget

Total estimated income that will be generated: \$ \_\_\_\_\_

*(please note this is an estimate and not a guarantee, this field must be completed)*

Percentage of net profit to be donated (if not 100%): \_\_\_\_\_

If not donating 100% of profits, brief description of where the balance of profits will be allocated: \_\_\_\_\_

\_\_\_\_\_

### Support Required from RSPCA Victoria

Please tick the following resources you may require and provide brief description/numbers in the space provided:

Wombat Moneyboxes \_\_\_\_\_

RSPCA Victoria support information brochures and posters: \_\_\_\_\_

RSPCA Merchandise for Resale \_\_\_\_\_

Use of the RSPCA name or supporter logo for publicity purposes

RSPCA Representative for the event (please note limitations apply)

### Authorisation

I, \_\_\_\_\_ (event coordinators name) agree to comply with RSPCA Victoria's fundraising terms and conditions as outlined in this Community Fundraising Kit. When conducting my fundraising activity/event, I agree to comply with these terms and conditions in a manner that upholds the RSPCA's integrity, professionalism and values. I understand my obligations to send the event proceeds to RSPCA Victoria within 14 days of the conclusion of the event.

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Thank you for your application to fundraise on behalf of RSPCA Victoria.  
Please submit your completed form via:

**Mail:**  
RSPCA Victoria - Att: Fundraising  
3 Burwood Highway  
Burwood East VIC 3151

**Email:**  
fundraising@rspcavic.org.au or

**Fax:** 03 9808 7541

Upon approval you will receive notification of event authorisation and all other relevant information.