**Application for Authority to Collect for GDG in VIC**



Application is made for an ‘authority to collect’ under the fundraiser registration issued to Global Development Group (GDG: “the registered fundraiser”) under the *Fundraising Act 1998 VIC*.

NOTE: Approval of your application may only be granted when GDG has received a completed and signed application form and is satisfied that the collection/fundraising activity fits in with aims and purposes of GDG and associated GDG projects. *Please note that approvals are not automatic, and require the specific approval of the Executive Director of GDG.*

**If your application is approved a letter confirming your authorisation to collect/promote (as an ‘Authorised Collector’) under our fundraising registration in VIC will be issued.**

**APPLICANT DETAILS**

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| --- | --- | --- | --- | --- |
| Name: |  | | | |
| On behalf of: (if an entity) |  | | | |
| Address: |  | | | |
|  | Suburb: |  | Postcode: |  |
| Telephone number: |  | | | |
| Email: |  | | | |

**DETAILS OF FUNDRAISING COLLECTION ACTIVITY**

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| --- | --- | --- | --- | --- | --- | --- |
| Name of proposed activity: | |  | | | | |
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| Supported Project #(s): |  | | Start date: (must not have started) |  | Completion date:   (must be ≥12mth later) |  |
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| What is the charitable purpose(s) being collected for:*e.g. project #; aid for natural disaster/tragedy; need/situation, etc.* | | | | | | |
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| Details of the proposed fundraising activity: *e.g. sporting event, quiz/movie night, dinner/dance/ball/gala, walkathon etc.*  *Please include as much detail as possible and a separate page may be attached if required.* | | | | | | |
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| How will funds be raised? *ie ticket sales, raffles, auctions, donations, food sales* | | | | | | |
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| How will the activity be promoted? Who will be attending? What is the audience? | | | | | | |
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| Name, phone, email and street address details for proposed venue (if applicable): | | | | | | |
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| What are the Risks for this activity & how will you manage them? | | | | | | |
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**APPLICANT’S ACKNOWLEDGMENT**

By signing this application I/we accept and acknowledge the following conditions:

* I personally commit to demonstrating high standards of personal integrity, character and accountability; treating all persons with respect and dignity – in acknowledgement that my behaviour, demeanour and personal conduct will inherently reflect GDG and the project(s) I support. Therefore I will refrain from making any negative, disparaging, judgmental or otherwise uncharitable statements about GDG, the GDG project, or any person, organisation, charity, country, politician or particular point of view.
* I acknowledge that I am not authorised to speak on behalf of GDG or any GDG project, but will quote or refer to communication publically available on official GDG/Project websites. If this application is approved, I may state that; ‘I am an authorised collector for the registered fundraiser (GDG; & any specific project)’.
* I declare that I am are not in any of the following situations/categories:
  + a represented person under the *Guardianship and Administration Act 1986 (& a guardian or administrator has been appointed), nor*
  + a person who has committed a disqualifying offence (involving fraud, dishonesty, violence or drug trafficking - or any other offence – where the offence is punishable by 3 months or more imprisonment),
  + a person with a national criminal history or reports by professional bodies that includes any sexual, violent or drug offence, or an offence against the Working with Children Act 2005, or that presents an unjustifiable risk to the safety of children,
  + a person subject to orders or reporting obligations under:
    - *Part 3 of the Sex Offenders Registration Act 2004, &/or the Serious Sex Offenders Monitoring Act 2005, &/or the Serious Sex Offenders (Detention and Supervision) Act 2009.*
* All collection/fundraising activities must comply with all relevant Australian State and Federal Laws;
* I/our organisation is responsible to determine and then obtain any relevant permits and/or licences for the purposes of the collection/fundraising activity;
* I acknowledge that I/our organisation is responsible to determine and then obtain adequate public liability insurance with respect of the collection/fundraising activity, furthermore:
  + I/our organisation assume responsibility for any & all liability for this collection/fundraising activity, and
  + I/our organisation absolve GDG of any & all liability with respect to the collection/fundraising activity;
* GDG is not responsible for payment of any of the costs associated with the collection/fundraising activity;
* All promotional materials, advertising and signage used (including but not limited to brochures, emails and/or websites) must:
  + be submitted to, and approved by GDG’s Compliance Team (**compliance@gdg.org.au**), and
  + clearly state that any promotions the money and goods are being collected under the authority of GDG [suitable text will be provided/checked by the Compliance Team];`
* GDG’s logo is not to be used under any circumstances without express permission by the GDG Compliance Team;
* A copy of the ‘Authority to Collect’ letter issued by GDG (on approval of this application) should be displayed - or available to be inspected on request – during the course of the collection/fundraising event.
* The Authorised Collector will be issued with and display an identification badge which should indicate their name, GDG and the period that the authority shall remain in force;
* Any volunteers must be under the direct supervision and responsibility of the Authorised Collector;
  + no person under the age of 16 years shall act or be permitted to act as a volunteer without the written approval and direct supervision of their parent/guardian;
  + approved volunteers assisting the Authorised Collector in any fundraising event/appeal should be issued with and display an identification badge which should indicate their name, the Authorised Collector’s name, GDG and the period that the authority shall remain in force; they shall also be instructed to comply with the conditions in this document.
* In the event that GDG approves the direct collection of monies, the sale of goods &/or the use of collection tins, the following apply (as appropriate):
  + the collection/fundraising activities cannot be used for personal or commercial gains and all monies collected may only be expended & transferred as approved by GDG under this application; and
  + The Authorised Collector – or any volunteers as above - must give a docket/interim receipt for any monies received and goods sold. The receipts are to be consecutively numbered and include GDG’s name and address in addition to the name of the Authorised Collector for this collection/fundraising activity;
  + a key-locked cash box must be used to collect any cash proceeds during the activity, and should kept out of direct public view as much as possible, and at all times be attended by the Authorised Collector, or their appointed responsible delegate;
  + any collection tins or boxes used in the collection/fundraising activity must be sealed, consecutively numbered and clearly state that the money is being collected under the authority of GDG as the registered fundraiser;
  + cash collections/boxes must be counted by ≥2 unrelated people in a private, secure location immediately after the collection/fundraising activity, with the count documented & signed by the counters (copy to be reported to GDG).
* Any and all monies received must be paid to GDG’s nominated bank account within 14 days of collection.
* I/our organisation must provide GDG with a ‘Collection Report’ (see sample over the page) including a narrative report of the details and outcomes of the collection/fundraising activity, and an accurate record of the income and expenses associated with the collection/fundraising activity and copies of receipts and invoices for all expenses within 30 days of the activity, along with copy of signed/named counting record and banking deposit slip;
* GDG reserves the right to withdraw the Authority to Collect under their fundraising registration at any time should I/our organisation fail to meet any of the above conditions.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

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| **Authority to Collect**  *Complete & send to GDG within 30 days after the conclusion of the collection/fundraising event)*  **COLLECTION REPORT** | Reference: \_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- |
| Name: |  | | | |
| On behalf of: |  | | | |
| Address: |  | | | |
|  | Suburb: |  | Postcode: |  |
| Telephone number(s): |  | | | |
| Email: |  | | | |

**NARRATIVE REPORT: (e.g. details, highlights, issues or problems, lessons learned, number of people, any media coverage: outcomes: would you run this type of event again? Why/why not? (Use back of this form or additional pages if necessary)**

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**FINANCIAL REPORT: (Edit or add additional lines as needed – or email a separate spreadsheet if desired)**

**MONEY RECEIVED**

|  |  |
| --- | --- |
| Donations | $ |
|  | $ |
|  | $ |
|  |  |
|  | $ |
| **Gross proceeds** | **$** |

**LESS EXPENSES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Advertising | | | $ | | |
| Printing/Stationary | | | $ | | |
|  | | | $ | | |
|  | | | $ | | |
|  | | |  | | |
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|  | | |  | | |
|  | | |  | | |
| **Total expenses** | | | **$** | | |
|  | | |  | | |
| **Net proceeds** | | | **$** | | |
|  |  | |
| Date proceeds were deposited to GDG’s CBA bank account: | | \_\_\_\_/\_\_\_\_/\_\_\_\_ | | |

**BSB: 064118 A/c No: 10200094**

*\*Please attach copy of Deposit Slip & count record signed by minimum two persons*

**DECLARATION:** I certify that the above report (narrative and financial) with details of monies received, expenses incurred and proceeds banked is true and correct.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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

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