

The Freo Fire Fund initiative has been set up to assist you to undertake your own fantastic fundraising activity and raise money to assist bushfire affected communities. Money will be donated to not-for-profit organisations helping communities all around Australia.

Please complete the form below. Remember we need you to answer all the questions and sign on the dotted line.

Name:				
Business (if applicable)				
Address:				
	Suburb:		Postcode:	
Phone:				
Email:				

Name of proposed activity:			
Commencement date:		Completion date:	
Description of fundraising activity: (max 25 words):			

Once your application is registered a letter confirming your authorisation to fundraise under the Fremantle Foundation Charitable Collections licence can be issued.

FreO Fire Fund



Type of Fundraising Activity

One-off event Eg music gig, quiz night		Donation collection point	
On- going fundraising Initiative Eg Koala challenge, online art auction		Other Eg Tell us more below!	
Event location:			
Please be aware if your event is a City of Fremantle Venue, you may be required to book the venue and liaise with the City events team. Submission of this form does not imply a venue booking is confirmed. If you are unsure please contact us so we can assist you.			
Event date:			
Who will be involved in your event:			

Remember you are responsible for managing your event. However we may be able to provide support or assistance or point you in the direction of someone else in our community who can help.

Please let us know if you need support or put a call out on the Facebook Group once your activity has been registered and you have received your letter and info pack.

We've got it covered!
We need assistance with:

DECLARATION

I have read the acknowledgment and will abide by the conditions.

Print name: _____

Signed: _____

Date: ____/____/____

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ACKNOWLEDGMENT

By signing this registration form I accept and acknowledge the following conditions:

- all fundraising activities must comply with all relevant Australian State and Federal Laws;
- where necessary, I/our organisation is responsible for obtaining adequate public liability insurance with respect of the fundraising activity;
- where necessary, I/our organisation is responsible for obtaining any relevant permits and/or licences for the purposes of the fundraising activity;
- the licence holder is not responsible for payment of any of the costs associated with the fundraising activity;
- all monies received must be paid to the licence holder's nominated bank account within 14 days of collection as required by regulation 11(2) of the *Charitable Collections Regulations 1947*;
- I/our organisation must provide the licence holder with an accurate record of the income and expenses associated with the activity and copies of receipts and invoices for all expenses within 30 days of the activity;
- all advertising and promotional materials used must clearly state that the money and goods are being collected under the authority of the licence holder;
- the licence holder's logo is not to be used without express permission;
- any collection tins or boxes used in the fundraising activity must be sealed, consecutively numbered and clearly state that the money is being collected under the authority of the licence holder;
- cash collections are to be counted by a minimum of 2 people in a private, secure place at or immediately after the fundraising activity;
- any door to door collections may only be conducted Monday to Saturday between the hours of 9am and 6pm (as required by regulation 14(1) of the *Charitable Collections Regulations 1947*);
- any telephone marketing to solicit donations or market goods to the public may only be conducted Monday to Saturday between the hours of 9am and 8pm (as required by regulation 14(2) of the *Charitable Collections Regulations 1947*);
- collectors participating in any appeal should be issued with and display an identification badge which should indicate the name of the collector, the licence holder and the period that the authority shall remain in force;
- no person under the age of 16 years shall act or be permitted to act as a collector;
- collectors must give a receipt for all monies received and goods sold. The receipts are to be consecutively numbered and include the name and address of the licence holder in addition to the organiser of the fundraising activity;
- the fundraising activities cannot be used for personal or commercial gains and all monies collected may only be distributed to the purpose outlined in this application; and
- the licence holder reserves the right to withdraw authority to fundraise under their licence at any time should I/our organisation fails to meet any of the above conditions.

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