

FUNDRAISING EVENT APPLICATION

FUNDRAISER / EVENT COORDINATOR DETAILS

PCFA EVENT ID# _____

Name _____
Organisation (if applicable) _____
Address _____ P/Code _____
Phone _____ Mobile _____
Email _____

PERSONAL REFEREE/ CONTACT DETAILS

EVENT INFORMATION

Event name _____
Proposed time and date _____
Location and address _____

DESCRIPTION OF EVENT (Details of event or initiative: plan, aim, timeline)

Number of people attending _____

NAMES OF SPONSORS/PRODUCT PROMOTED OR USED (To ensure there is no conflict with our health policies and current sponsorship arrangements.)

FOR USE BY PCFA ONLY		FUN-POL-3001/FUN-FM-3001
APPROVED BY STATE MANAGER	APPROVED BY CEO	
SIGNED _____	SIGNED _____	
DATE _____	DATE _____	

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PLANNING YOUR BUDGET AND EXPENSES

How much money do you aim to raise for PCFA? _____

If the event is raising funds for multiple organisations – please state the name of the organisation(s) and indicate the % for PCFA _____

To assist with your planning process please complete the following;

Estimated expenditure (if any) _____

Estimated income _____

Please state when funds will be sent to PCFA: _____

NB: funds are required within 2 (two) weeks of event unless otherwise agreed.

APPROVALS

I acknowledge having read and agree to the fundraising rules and regulations outlined in PCFA's Fun Ways to Fundraise, and indemnify PCFA from and against any claims for injuries or damage arising at or from the event, product or service.

SIGNED _____ DATE _____

PLEASE RETURN THIS FORM TO YOUR RELEVANT STATE OFFICE AS BELOW:

NSW, ACT & SA

PO Box 1332,
Lane Cove NSW 1595
Fax Application 02 9438 7099

VICTORIA & TASMANIA

Ground Floor, 15-17 Queen Street
Melbourne Vic 3000
Fax Application 03 9629 5655

QUEENSLAND & NT

PO Box 3420, South Brisbane BC
QLD 4101
Fax Application 07 3844 2477

WESTERN AUSTRALIA

Unit 1, 47 Oxford Close
West Leederville WA 6007
Fax Application 08 9381 5820

Once your application has been reviewed by your local State Office, it will be reviewed by the CEO and, once approved, issued with an Authority to Fundraise. This will take approximately two weeks.

Email enquiries@prostate.org.au

For more information please call your local State office.