



Fundraising Proposal Application – 2018

Thank you for your enthusiasm for raising funds for the new Akaroa Health Centre – it's only with efforts such as yours that we'll reach our \$3 million fundraising goal.

It's important that fundraising initiatives be transparent and well documented so the Akaroa Community Health Trust (ACHT) asks that you complete this brief overview document prior to promoting your activity or event's fundraising support of Akaroa Health. Gretchen Foster (021613227) will sign off on the activity and provide you with the logo if required.

Name of individual/group/club/company planning the fundraising activity or event ("Fundraiser"):	
Phone number:	
Email address:	
Residential address:	
Name of proposed fundraising activity or event:	
Event date:	
Time of event:	
Location:	
Brief description of fundraising activity or event:	
Estimated revenue (\$):	
Estimated revenue to ACHT (\$):	

Do you intend to use the Akaroa Community Health Trust name and/or logo:
Would you like us to publicise your event on our website and Facebook page?
May we thank you by name in our public communications?

Please describe all relevant expenses to run the activity or event (this includes costs of goods, staff costs and administrative expenses etc): (please use extra paper if required)
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I agree that:

1. Akaroa Community Health Trust ("ACHT") must approve the event before it is marketed.
2. I/we and the event will comply with the below terms and condition

THANK YOU FOR YOUR SUPPORT

3. ACHT must approve all expenses associated with the fundraising activity or event.
4. ACHT will receive all net funds promised at the fundraising activity or event within 20 days of the conclusion of the activity or event.
5. ACHT is authorised to publicise the event and/or activity in its public relations.

Signature:

Name:

Date:

Please send your Fundraising Proposal Application to the following:

Email: gretchen.akaroa@gmail.com, 021613227

Post: PO Box 161, Akaroa 7542

Thank you and all the best for a successful activity or event.

TERMS AND CONDITIONS:

Akaroa Community Health Trust is a limited liability, New Zealand registered company ("ACHT"). ACHT has obtained charitable status and is registered under number CC51286. ACHT is an independent, non-government organisation whose mission is to provide health services to the people of the Akaroa-Wairewa area, and in collaboration with other groups establish a new facility to provide health services to local residents.

ACHT encourages fundraising events by individuals and groups to raise funds for ACHT to achieve its mission. Please see the below guidelines to ensure that fundraising events and projects comply with AHH protocol and information as to when a donation receipt can be issued.

For a fundraising event or project to be approved by ACHT, a Fundraising Proposal Application needs to be completed and submitted.

The following criteria are taken into consideration before a fundraising event/project is approved by ACHT:

- i. That the fundraising project fits with the aims and values of ACHT and the spirit of philanthropy.
- ii. That the fundraising project is not considered high risk.
- iii. That any deductions made for expenses are deducted at cost.
- iv. The amount to be deducted for expenses is appropriate.
- v. The fundraising event or project will produce a reasonable (net) return after expenses have been deducted.

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The Fundraiser will be notified by phone or mail, within five (5) working days of submitting the fundraising proposal to ACHT. If the fundraising proposal is successful a letter of approval will be sent to the Fundraiser.

ACHT is not liable for external fundraising events/projects. If approved, the fundraising event/project must be clearly identified as being an external event organised by the Fundraiser. The fundraising event/project will be the sole responsibility of the Fundraiser. The Fundraiser is responsible for all risk, obligations, legal compliance, legal requirements (including health and safety and food safety requirements) and liability in relation to the fundraising event or project.

All publicity material (including posters and tickets) relating to an external fundraising event/project must clearly identify the Fundraiser as the organiser.

The fundraising event/project must meet all relevant laws and regulations. ACHT does not provide public liability insurance cover to Fundraisers.

ACHT will not be responsible for fundraising event/project related expenses. ACHT will not pay expenses incurred by the Fundraiser. Necessary expenses can be deducted from the proceeds of a fundraising event/project, however the expenses deducted must be documented and must not be more than agreed with ACHT.

For ACHT's accounting purposes, **funds collected on ACHT's behalf by the Fundraiser must be paid to ACHT within 20 days following a fundraising project. The Fundraiser will write one cheque or make one electronic payment to ACHT for the net proceeds raised from a fundraising project,** to the following bank account:

Account Name: Akaroa Community Health Trust

Bank: BNZ

Account Number: 02-0832-0067283-000

A list of names, contact details and evidence of the amount donated by the individual, company or Maori authority must be supplied by the Fundraiser for receipting purposes if Donation Receipts are required.

Sponsorship cheques, ticket costs, auction or raffle prizes/purchases do not qualify for Donation Receipts. In order for a Donation Receipt to be issued by ACHT a cash donation must be given by an individual, company or Maori authority voluntarily, for no consideration, for no realisable benefit, receive no good or service in return and impose no material countervailing disadvantage on ACHT.

ACHT will provide written acknowledgement of the net proceeds raised (together with a non-Donation Receipt for the net proceeds). "Thank you" letters to individual participants and supporters are the responsibility of the Fundraiser.

USE OF LOGO

All printed material using the Akaroa Health logo or name must have the prior permission of ACHT. This material, including media releases, must be forwarded to ACHT for approval prior to being printed or circulated.

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