



**HUMAN ELEPHANT LEARNING PROGRAMS
FOUNDATION LTD (H-ELP)
AUTHORISATION TO FUNDRAISE FORM**

IMPORTANT: Please review carefully the H-ELP Fundraising Guidelines prior to completing this form

Fundraiser Details

Title:	First Name:	Surname:
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Name of organisation/business (if applicable):

Address:		
Suburb:	State:	Postcode:
Phone (Business Hours):	Mobile:	
Email:		

How did you hear about H-ELP?
Why did you choose H-ELP as the beneficiary of your fundraiser?
Have you previously raised funds for H-ELP or another beneficiary, and if so, please provide some brief details.
Please provide details of any others involved in organising the fundraiser/event:

Collection Statement

The H-ELP Foundation (ABN: 46147088757) collects and uses your personal information in order to keep you updated with information and for promotional purposes to send you further information about the Foundation and for promotional purposes. Our Privacy Policy tells you what kinds of information we may collect about you, how we usually collect, use and disclose your personal information, how you can complain about a misuse of your personal information and how you can ask for access to it. For our privacy policy visit www.h-elp.org

Fundraising Event Details

Name of fundraiser/event:	
Start date:	End date:
Start Time:	End Time:
Address/venue of fundraiser or event:	
How many people do you expect to attend the fundraiser/event?	
How are you planning on raising funds for H-ELP? <i>(Please list the activities which will take place, for example – “hosting a trivia night whereby each person will be charged \$20 to attend, with prizes, food and beverages provided by local businesses”)</i>	
Will another charity group benefit from the fundraiser/event? If yes, please provide brief details of the charity group.	<input type="checkbox"/> YES <input type="checkbox"/> NO
How do you intend to promote your fundraiser/event? (Eg via posters, email, social media, newsletter, word of mouth etc)	
Who will the fundraiser/event be promoted to?	
Do you intend to use H-ELP’s name in your promotion and at your fundraiser/event?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Use of the Foundation’s name is subject to H-ELP’s approval.</i>
Subject to availability, would you like your fundraising event listed in the community section of H-ELP website?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please provide text of maximum 100 words describing the event along with a photo/image in a word or jpeg image file</i>
Text Description of your event for H-ELP website: <i>(please also provide additional information here)</i>	

Stay up-to-date with all the news from the Human-Elephant Learning Programs by receiving information regarding promotions and other alerts. You can also follow us on Twitter and become a fan on Facebook.

Yes, please sign me up to receive information from the Human Elephant Learning Programs.

Disclaimer and Fundraising Agreement

1. I (insert name) _____ accept the terms and conditions of the Guidelines and acknowledge that H-ELP accepts no liability for this event.
2. I agree to conduct my fundraiser/event in accordance with the Guidelines and in a manner which upholds the integrity, professionalism and values of H-ELP.
3. In particular, I agree that I will not approach any of the existing H-ELP partners or sponsors listed on the H-ELP website **www.h-elp.org** I acknowledge that H-ELP has developed relationships with these important sponsors and supporters over the years which have enabled the H-ELP 's research to continue. I agree that I will only approach my contacts, sponsors and supporters in the community.
4. I also agree that I will not use the H-ELP logo on any communication materials unless permitted by H-ELP and will obtain H-ELP 's approval of any statement regarding the relationship between the fundraising event and H-ELP.
5. I have read and I agree to the Guidelines and, to the maximum extent permitted by law, indemnify H-ELP, its volunteers and all sponsors from and against all liabilities, claims, damages, suits, costs, expenses, causes of action, injuries, losses or inconvenience of any description whatsoever arising in any way from the fundraiser/event that is the subject of this application.
6. H-ELP reserves its right to withdraw approval for the fundraising activity or the use of H-ELP's name or logo in any communication materials at any time if it believes any aspect of the proposed fundraising activity or communication material no longer fits within the Guidelines.

Feedback on your experience as a community fundraiser is important to help us continue to improve and develop this program, and we would welcome the opportunity to obtain your comments after your fundraiser/event. If you prefer not to be contacted for this research,

please tick this box.

Signature*:

Date: __

Full Name (please print): __

**If under 18 years of age, parent/guardian to sign.*

Thank you for your support in raising awareness and funds for the Human-Elephant Learning Programs

Please return completed and signed "Authorisation to Fundraise" form via

email to:

Email: all@h-elp.org

Address:

H-ELP FOUNDATION LTD

3 wonderland avenue

Teurong, Victoria 3915

Australia

Bank Details for donations.

Bank: Commonwealth Bank

Name: H-ELP Foundation Ltd

BSB: 633-000 **Acc:** 162091532

When depositing money into the account please ensure that you use your last name or company name as reference and please notify mel@h-elp.org with a deposit receipt. You will be answered and sent a receipt within 48 hours of the money hitting the bank account.

A letter will be sent to the e-mail address provided should your Authorisation to Fundraise Form be approved.

Internal use only:			
Approval granted by:			
_____	(signature)	_____	_____
(print name)			(date)
Community Fundraising Guidelines sent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Authorisation to Fundraise Approval letter sent	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

