



HeartKids Limited  
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### HEARTKIDS LIMITED AUTHORITY TO FUNDRAISE REQUEST

Thank you for choosing to fundraise for HeartKids! Your generous support will help continue fund vital medical research into childhood heart disease as well as ongoing support of children and their families affected by the disease.

To comply with legal requirements for fundraising and protecting our brand integrity, we must keep a register of all fundraising events. Please fill in this form and return to HeartKids (HKL) either via email, fax or mail before an Authority to Fundraise can be issued to you:

Email: [office@heartkids.org.au](mailto:office@heartkids.org.au) Fax: 02 9439 8132 Post: HeartKids Limited  
PO Box 149  
Crows Nest NSW 1585

#### Contact Details:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Company/Organisation name (if applicable): \_\_\_\_\_

Position within company: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Proposed Event Details:

Name of proposed event: \_\_\_\_\_

Description of event or activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event or activity location: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Contact Name & Organisation (if different from the above contact): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please state other beneficiaries (if any): \_\_\_\_\_

***\*When returning this form to HeartKids please provide a scanned copy of proof of identity such as a valid Driver's Licence, Passport, etc.***

*I hereby certify that the above statements are true and correct to the best of my knowledge. I have read the Terms and Conditions outlined below and agree to comply with any legal requirements of fundraising and the HeartKids conditions for fundraising.*

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

Name (Print): \_\_\_\_\_

*\* HeartKids reserves the right to refuse or withdraw permission to fundraise on its behalf at any time*

*For our latest privacy policy visit [www.heartkids.org.au/privacy-policy/](http://www.heartkids.org.au/privacy-policy/)*



### Terms and Conditions:

Below are a list of terms & conditions that must be adhered to, to protect all parties involved in fundraising. If you have any questions, please don't hesitate to call us.

- The organiser/fundraiser must fill in and sign the 'HeartKids Authority to Fundraise Request' and return to HeartKids, and can only commence their event upon receiving the 'Letter of Authority to Fundraise'.
- Organiser/fundraiser wishing to use HeartKids' name and logo must gain written approval from the relevant representative of HeartKids. Approval can only be given if the usage of the Name and/or Logo meets HeartKids' standards.
- The organiser/fundraiser must not incur any expenses in the name of HeartKids.
- All event proceeds must be remitted to HeartKids within 14 days of completing the event or activity.
- The organiser/fundraiser is advised to ensure they have the relevant insurance and indemnity considered necessary in association with any event that involves the general community or individual members of the public. HeartKids insurance policy does not cover events conducted by external organisations. For more information on this please email [office@heartkids.org.au](mailto:office@heartkids.org.au)
- All publicity in reference to the fundraising event/activity should clearly state that the event/activity is being organised by the organiser/fundraiser. All promotional material must be worded in such a way as to make it clear that HeartKids is either the only beneficiary, or is one of a number of charities benefiting from the event.
- The organiser/fundraiser must not represent themselves as having any agency relationship with, or are employed by HeartKids.
- The organiser/fundraiser acknowledges that the use of donated funds will be at the discretion of HeartKids.

Once your event has been approved, HeartKids will issue a 'Fundraising Authority' to you or your organisation. Please quote the Fundraising Authority Number and name in all correspondence with us.

HeartKids thanks you again for choosing to fundraise in support of kids with childhood heart disease.

#### OFFICE USE ONLY:

EVENT APPROVAL:

Approved:  Yes  No

Comments:

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Signed and approved on behalf of HeartKids:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fundraising Authority Number: \_\_\_\_\_ Date of Issue: \_\_\_\_\_