

**OVARIAN CANCER RESEARCH FOUNDATION (OCRF)  
AUTHORISATION TO FUNDRAISE FORM**

**IMPORTANT: Please review carefully the OCRF Fundraising Guidelines prior to completing this form)**

**Fundraiser Details**

Title:	First Name:	Surname:
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Name of organisation/business (if applicable):	
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Address:		
Suburb:	State:	Postcode:
Phone (Business Hours):	Mobile:	
Email:		

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

The Ovarian Cancer Research Foundation (ABN 24 898 129 866) collects and uses your personal information to provide you with our services, 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. You can view our Privacy Policy by visiting [www.ocrf.com.au/privacy-policy/](http://www.ocrf.com.au/privacy-policy/)

## **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 the OCRF? <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, newsletter, word of mouth etc)	
Who will the fundraiser/event be promoted to?	
Do you intend to use the OCRF'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 the OCRF's approval.</i>
Subject to availability, would you like your fundraising event listed in the community section of the OCRF 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 the OCRF website: <i>(please also provide additional information here)</i>	

**We recommend you consider utilising one of our recommended online “donation portals” to play host to your event for ease of communication to your supporters as well as sound financial management of the event. Please visit [www.ocrf.com.au](http://www.ocrf.com.au) and click the “donate now” button to view a list of these portals.**

Stay up-to-date with all the news from the Ovarian Cancer Research Foundation 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 Ovarian Cancer Research Foundation.

**Disclaimer and Fundraising Agreement**

1. I (insert name) \_\_\_\_\_ accept the terms and conditions of the Guidelines and acknowledge that the OCRF 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 the OCRF.
3. In particular, I agree that I will not approach any of the existing OCRF partners or sponsors listed on the OCRF website [www.ocrf.com.au](http://www.ocrf.com.au). I acknowledge that the OCRF has developed relationships with these important sponsors and supporters over the years which have enabled the OCRF'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 OCRF logo on any communication materials unless permitted by the OCRF and will obtain the OCRF's approval of any statement regarding the relationship between the fundraising event and the OCRF.
5. I have read and I agree to the Guidelines and, to the maximum extent permitted by law, indemnify the OCRF, its employees, 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. The OCRF reserves its right to withdraw approval for the fundraising activity or the use of the OCRF'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 ovarian cancer research.*

Please return completed and signed "Authorisation to Fundraise" Form to:

Email: [community@ocrf.com.au](mailto:community@ocrf.com.au)  
 Ovarian Cancer Research Foundation  
 TOK Corporate Centre, Level 1, 459 Toorak Road  
 Toorak VIC 3142

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

<b>Internal use only:</b>		
Approval granted by:		
_____	_____	_____
(print name)	(signature)	(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