



ACTIVITY REGISTRATION FORM

Individual/Group/Organisation Name: _____

Contact person: _____ Email: _____

Phone: _____ Fax: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

ACTIVITIES/EVENTS

Description of planned activities/events: _____

Planned Date(s): Start: _____ End: _____

Location: _____

How many people are expected to participate? _____

If your activities/events are high risk, do you have public liability insurance?

- No Yes (*please supply evidence of this*)

ADRA Australia cannot provide public liability insurance cover for your activities/events.

Will you require ADRA Australia promotional material, such as posters, brochures, magazines and donation envelopes?

- No Yes (*ADRA Australia will provide a current list of available materials*)

FUNDRAISING

Will you be fundraising through these activities/events?

- No Yes (*If you are fundraising for an approved ADRA Australia project, please list it below:.*)

ADRA Australia can provide details of current approved projects.

PTO

Please provide details of anticipated income and expenses for fundraising activities/events, and how funds will be managed: *(If necessary, please attach additional pages)*

Income

(e.g. Donations, Admission Fees, Sale of Products or Services)

Expenses

(e.g. Venue Hire, Food, Decorations, Entertainment)

How will funds be managed?

(e.g. stored in a deposit box and deposited into a bank account upon completion of event).

As an organiser of activities that will raise donations for ADRA Australia, I agree that I will not commence activities/events until I have read and understood ADRA Australia's *Fundraising Guidelines for Third Party Individuals, Groups or Organisations*, which will be sent to me once my activities/events have been approved.

Print Name

Title *(in relation to the group)*

Signature

Date

POST OR FAX THIS ACTIVITY REGISTRATION FORM TO:

ADRA Australia Donor Relations Officer

PO Box 129

Wahroonga NSW 2076

f: 02 9489 7790

If you have any questions call 1800 242 372

Upon approval of your application, a confirmation letter will be sent to you.

Please choose how you would like to receive your confirmation letter: E-mail Fax Post