

DONATION BOX PROGRAM

What seems
like only a little
change can make
a massive difference!



Fundraising Guidelines
and Application Form

www.idpwd.org



DONATION BOX PROGRAM

Fundraising Guidelines



These guidelines are to assist businesses, groups and individuals who are interested in fundraising on behalf of International Day of People With Disabilities (IDPWD) through hosting a Donation Box.

Responsibilities as a fundraiser

As the fundraising organiser, you are also responsible for researching and complying with State and Federal/Territory laws and regulations relating to your fundraising activity. You must also adhere to your state's Charitable Fundraising Act or equivalent legislation.

To meet requirements for the use of the Donation Boxes, the following criteria must be met:

- Donation Box (s) must be securely fastened to a counter or bench.
- Donation Box (s) must be emptied and counted at least once a month.
- Only people authorised by IDPWD may open or count the contents of Donation Box(s) and two people must be present at any opening of the Donation Box and counting of the donations.
- The serial number, which is located on the back of the Donation Box, must be recorded on the reconciliation form and referenced when the funds are banked.

Upholding International Day of People With Disabilities standards

All funds raised on behalf of IDPWD must fit with the aims and values of IDPWD. Therefore we require that no funds are raised through:

- The promotion of alcohol;
- Dangerous or high-risk activities.

Banking the funds raised

All funds collected from the Donation Boxes can be forwarded to IDPWD in the form of a bank cheque, personal cheque, bank transfer, credit card or money order made out to IDPWD, along with a remittance form.

By Direct Deposit:

For bank transfers in Australia, please use the following bank account details:

Commonwealth Bank Account
'International Day of People With Disabilities'

BSB: 064 401

Account number: 1089 7575

Please reference your unique Donation Box number and send your transaction receipt to admin@idpwd.org

By Mail:

Cheques or money orders made payable to "International Day of People With Disabilities" please mail to:

International Day of People With Disabilities

PO Box 523

Kenmore, Queensland 4069

Next steps

Once IDPWD have approved your application you will receive permission to fundraise in the form of an 'Authority to Fundraise' letter.

If you have any questions about the information provided, please do not hesitate to contact us. Thank you for your generosity and kindness towards creating awareness for people with disabilities throughout the world.

International Day of People With Disabilities Limited
ABN 33 627 347 371
PO Box 523, Kenmore, QLD, Australia 4069
E admin@idpwd.org
www.idpwd.org



DONATION BOX PROGRAM

Application form



Thank you for your interest in IDPWD Donation Box Program. By hosting a donation box at your workplace or business, you will be supporting creating awareness for people with disabilities around the world.

Please ensure that you have read over our Fundraising Guidelines before completing the application form below.

TELL US ABOUT YOURSELF

Application Date: ____ / ____ / ____

First Name: _____ Last Name: _____

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Mobile: _____ Email: _____

Are you over 18 years of age? ☐ Yes ☐ No – if no please specify age: _____

It's okay if you're not over 18, we will just need to check you have your parents' permission.

Have you had any previous involvement with IDPWD? _____

What inspired you to host a fundraising activity to support IDPWD? _____

DONATION BOX INFORMATION

Please indicate the number of boxes required: _____

Location of Donation Box *:

Business Name: _____ ABN (if applicable): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

*If you are hosting more than one Donation Box, please specify all locations with the IDPWD team.

Intended duration of use of Donation Box(s):

☐ One off event

☐ Ongoing fundraising

How will you transfer the donations to IDPWD?

☐ Cheque (please find mailing instructions in Fundraising Guidelines)

☐ Bank deposit (please find bank details in Fundraising Guidelines)

☐ Credit card (online or over the phone)

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DISCLAIMER AND FUNDRAISING AGREEMENT

- ☐ As the fundraising organiser, I have read and accept the terms and conditions of IDPWD'S Fundraising Guidelines. I agree to conduct my fundraiser in accordance with those terms and conditions in a manner that upholds the integrity and character of IDPWD.
- ☐ I acknowledge that 100% of the funds collected in the Donation Box will be forwarded to IDPWD.
- ☐ I understand that I am not authorised to fundraise on behalf of IDPWD until my application has been approved and I have received my 'Authority to Fundraise' letter.
- ☐ I understand that because these donations will be received from multiple individuals, a tax deductible receipt will not be issued to the person/business displaying the Donation Box.
- ☐ I understand that IDPWD reserves the right to withdraw approval of this fundraising activity at any time, should the activity fail to comply with the IDPWD's Fundraising Guidelines. The fundraising remittance form and all monies must be returned to IDPWD within 7 days of depositing the proceeds of the Donation Box.

Name: _____

Signature: _____

Date: _____

OFFICE USE ONLY

Approved: ☐ Yes ☐ No

Name: _____ Signature: _____

Donation Box number: _____

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