

DONATION BOX PROGRAM



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

**Fundraising Guidelines
and Application Form**

wildlifewarriors.org.au



**AUSTRALIA ZOO
WILDLIFE
WARRIORS**

DONATION BOX PROGRAM

Fundraising Guidelines

These guidelines are to assist businesses, groups and individuals who are interested in fundraising on behalf of Australia Zoo Wildlife Warriors (AZWW), through hosting a Donation Box.

Responsibilities as a fundraiser

As the fundraising organiser, you are also responsible for researching and complying with all Federal and State/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 AZWW 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 Australia Zoo Wildlife Warriors standards

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

- The promotion of alcohol;
- The sale of wildlife products;
- The mistreatment of animals; and/or
- Dangerous or high-risk activities.

Banking the funds raised

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

By Direct Deposit:

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

ANZ Bank Account: 'Wildlife Warriors Public Fund'

BSB: 014 507

Account number: 110 103 959

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

Umpqua Bank Account: 'Wildlife Warriors USA Inc'

Routing Number: 123205054

Account Number: 4867549802

Please reference your unique Donation Box number and send your transaction receipt to info@wildlifewarriors.org.au.

By Mail:

Cheques or money orders made payable to "Australia Zoo Wildlife Warriors" please mail to:

Australia Zoo Wildlife Warriors

PO Box 29

Beerwah, Queensland 4519

Cheques or money orders made payable to "Wildlife Warriors USA Inc" please mail to:

Wildlife Warriors USA

PO Box 11347

Eugene, Oregon 97440

Next steps

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

DONATION BOX PROGRAM

Application form

Thank you for your interest in AZWW Donation Box Program. By hosting a donation box at your workplace or business, you will be supporting conservation projects 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 AZWW? _____

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

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 Wildlife Warriors team.***

Intended duration of use of Donation Box(s):

- One off event
- Ongoing fundraising

How will you transfer the donations to AZWW?

- 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 AZWW'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 AZWW.
- I acknowledge that 100% of the funds collected in the Donation Box will be forwarded to AZWW.
- I understand that I am not authorised to fundraise on behalf of AZWW until my application has been approved and I have received my 'Authority to Fundraise' letter.
- I understand that I need to organise collection of the Donation Box from the AZWW headquarters in Beerwah, Queensland.
- 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 AZWW reserves the right to withdraw approval of this fundraising activity at any time, should the activity fail to comply with AZWW's Fundraising Guidelines. The fundraising remittance form and all monies raised must be returned to AZWW 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: _____

If you have any questions about the information provided, please do not hesitate to contact us. Thank you for your generosity and kindness towards protecting wildlife.

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