

Sample authority to fundraise

Please note that this is an example only and should not be used as a template. You should tailor your authorisation to suit the individual circumstances of the proposed fundraising and your organisation's structure. You should also seek your own independent legal and/or financial advice if you wish.

XYZ Charity authorises John Smith of 1 Smith St, Smithsville to fundraise on behalf of the ABC Charity of 1 Charity St, Charityville on the following terms and conditions:

1. Mr Smith is authorised to conduct a sausage sizzle and accept cash donations via a collection device at the Smithsville Fete on 1 May 2011, between the hours of 9am and 6pm.
2. Secure collection device No: 1 will be issued to Mr Smith on 30 April 2011 and he will return it to our local Charityville office on 2 May 2011, where the device will be unlocked by our representative Ms Doe and the contents counted by her in Mr Smith's presence, whereupon she will issue Mr Smith a receipt.
3. Mr Smith will keep the proceeds of the sausage sizzle in a locked metal cash box and will hand over the proceeds to Ms Doe as above and Ms Doe will issue him a receipt.
4. A banner with the Charity XYZ logo will be issued to Mr Smith on 30 April 2011 and he is authorised to display it at the sausage sizzle between the hours of 9am and 6pm. He undertakes to return it with the collection device and sausage sizzle proceeds.
5. Volunteer ID badge No: 1 will be issued to Mr Smith on 30 April 2011 and he will return it with the collection device as above.
6. Mr Smith undertakes to meet all costs associated with the sausage sizzle himself.
7. Mr Smith undertakes to provide a basic income statement indicating the number of sausages on a roll sold and the total income.
8. XYZ Charity notes that authorised fundraisers are covered by its Public Liability Insurance policy for the period of authorised fundraising.

Issued: 30 April 2011

Expires: 1 May 2011

Signed: Joe Bloggs - Fundraising Manager - Charity XYZ