

# animalaid Fundraising Donation Box

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Animal Aid Donation Boxes required: \_\_\_\_\_

Will the Animal Aid Boxes be displayed at the address listed above?  Yes  No

If no, where will the Animal Aid Donation Boxes be displayed: \_\_\_\_\_

Intended duration of use/fundraising: One-off event  Ongoing fundraising

I accept the terms of the Animal Aid Donation Box Fundraising Guidelines.

I acknowledge that 100% of funds collected in the Animal Aid Donation Box will be forwarded to Animal Aid.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your kind offer to assist us in raising much needed funds to support Animal Aid's work with homeless animals**

Please return this form to – [fundraising@animalaid.org.au](mailto:fundraising@animalaid.org.au) or PO Box 34, Coldstream VIC 3770

# animalaid Fundraising Donation Box Guidelines

These guidelines are to assist businesses, groups and individuals who are interested in undertaking fundraising via an official Animal Aid Donation Box to benefit the Victorian Animal Aid Trust. To start fundraising you will need to complete and return the attached Fundraising Donation Box form.

100% of funds collected in the Animal Aid Donation Box must be submitted to Animal Aid. All proceeds raised from the Animal Aid Donation Box can be forwarded to Animal Aid in the form of a bank cheque, personal cheque, bank transfer, credit card, or money order made out to Animal Aid, along with a remittance form. As these donations will be received from many individuals, a tax deductible receipt will not be issued to the person/business displaying the Animal Aid Donation Box.

For bank transfers, please use the following Bendigo Bank account details:

- Account name: Victorian Animal Aid Trust
- BSB: 633 000
- Account Number: 131333056
- Reference – Donation Box #. E.g. *Box 34*

The Fundraising Act 1998 (Vic) has strict guidelines for Collection Box receptacle/s and must meet the following criteria:

- The Donation Box must be securely fastened to a counter/bench.
- Two persons must be present at any opening of the Donation Box, when counting the donations and then jointly sign the remittance form to confirm the total amount counted.

Animal Aid reserves the right to withdraw approval for your fundraising donation box should it be necessary to protect the reputation of the organisation. If this was to occur, fundraising must cease immediately.

The fundraising remittance form and all monies raised must be returned to Animal Aid within 7 days of depositing the proceeds of the Donation Box.

**PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION**

