



Very Special Kids improves the quality
of life for families of children with
life-threatening illnesses.

Piggy Bank Appeal Collection Tin Application and Agreement

Contact name: _____ Position: _____

Name of business / organisation: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____ Website: _____

Number of Piggy Bank Appeal Collection Tin/s required:

Will the Piggy Bank Appeal Collections Tin/s be displayed at the address listed above? Yes No

If no, where will the Piggy Bank Appeal Collection Tin/s be displayed: _____

How will funds be collected?: _____

Intended duration of use/fundraising (i.e 6mths, on-going): _____

Do you require any of the following collateral items: Appeal A3 Poster Appeal brochures

I accept the terms and conditions of the Very Special Kids Collection Tin Fundraising Guidelines. I agree to conduct my fundraising in accordance with those terms and conditions and in a manner that upholds the integrity of Very Special Kids.

I acknowledge that 100% of funds collected in the Very Special Kid's Collection Tin will be forwarded to Very Special Kids.

I have read and I agree to abide by the Very Special Kids Collection Tin Fundraising Guidelines.

Signed by: _____ Date: _____

We would like to thank you very much for your kind offer to assist
us in raising the much needed funds to support the work we do
for families of children with life-threatening illnesses.

Very Special Kids ABN 86 109 832 091

321 Glenferrie Road, Malvern, Victoria 3144 Ph: (03) 9804 6222 Fax: (03) 9822 1252
Freecall: 1800 888 875 Email: mail@vsk.org.au Web: www.vsk.org.au





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Very Special Kids Collection Tin Fundraising Guidelines

These guidelines are to assist businesses, groups and individuals who are interested in undertaking fundraising via Very Special Kids' official Collection Tin receptacle to benefit Very Special Kids. You will need to complete and sign the Very Special Kids Collection Tin Application and Agreement form. Once the application has been received you will be issued an 'authority to fundraise' and the Collection Tin/s by mail.

100% of funds collected in the Very Special Kid's Collection Tin/s must be surrendered to Very Special Kids. All proceeds raised from the Very Special Kids Collection Tin/s can be forwarded to Very Special Kids in the form of a bank cheque, personal cheque, money order made out to Very Special Kids, or a reconciliation form with credit card details. Very Special Kids will issue a receipts on receiving the funds.

The Fundraising Appeals Act 1998 (Vic) have strict guidelines and require for the Very Special Kids Collection Tin receptacle/s meet the following criteria:

- The Collection Tin/s must be securely fastened to a counter / bench;
- That two persons be present at any opening of the Collection Tin/s, jointly count the donations and jointly sign a document confirming the total amount counted.

To meet the above criteria, you will be required to implement the requirements listed below:

- Upon receipt of the Very Special Kids Collection Tin/s, check the serial number, which is located on the base of the Collection Tin/s, corresponds with the number recorded on the enclosed Reconciliation Form.
- Ensure two people are present at any opening of the Collection Tin/s, jointly count the donations and jointly sign the Very Special Kids Collection Tin Reconciliation Form.

Any person or organization fundraising in Victoria is required by law to have an 'authority to fundraise'. The Fundraiser is not authorised to use Very Special Kids as its beneficiary charity until it has received that letter.

Very Special Kids reserves the right to withdraw approval to fundraise should it be necessary to protect the reputation of Very Special Kids. If this was to occur, fundraising and promotion must cease immediately. The fundraising authorisation and all monies raised must be returned to Very Special Kids within 7 days.

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