

## Fundraising Guidelines:

1. To conduct an event, you are required to complete an application. You may use the Third Party Fundraising Application form format attached below or your own, but please cover all the areas in the application. Once you submit your application, we will review it and respond within one week. If the application is approved, we will provide you with a Letter of Agreement. This may be shown to potential donors, sponsors, and volunteers.
2. Any organization/group that is donating “a portion” of their net proceeds rather than the full amount, must state exactly how much, either in a percentage or a specific dollar amount on the application form.
3. Any organization/group wishing to use Mahboba’s Promise name or logo on any materials, including advertising, must receive Mahboba’s Promise approval prior to production.
4. Mahboba’s Promise is not a party to any insurance liability coverage without prior knowledge and specific approval from Mahboba’s Promise insurers.
5. The third party organisation/group agrees to underwrite all costs of the special event or promotion. Mahboba’s Promise shall incur no costs unless otherwise agreed in writing prior to the special event or promotion.
6. The organization/group is responsible for obtaining appropriate licenses.
7. The third party organization/group agrees to handle all monetary transactions for the special event or promotion and to present the proceeds to Mahboba’s Promise within 10 days of the completion of the event.
8. The preferred method of payment is by direct deposit or a cheque or money order payable to Mahboba’s Promise Inc.

### **Bank Account Details:**

**Account Name: Mahboba’s Promise Inc.**

**Bank: Commonwealth Bank Ltd.**

**BSB: 062 320**

**Account no:1017 6256**

9. Individual receipts can be provided as long as full details are given.
10. Mahboba’s Promise will provide the organizers with a letter confirming the total donation received where required.
11. Mahboba’s Promise reserves the right to not accept any donation that is deemed inappropriate by either the Executive Director or the Management Committee.

Thank you for choosing to fundraise for Mahboba’s Promise! We look forward to hearing about the success of your event.