

## Collection Tin Application & Agreement Form

Please complete sections A and B of this form and return it to: **Monash Health Foundation, Locked Bag 29, Clayton South VIC 3169**. On receipt of your completed form, we will post you your collection tin/s, as well as a signed copy of this form giving our permission for you to collect in aid of [program]. Please write clearly in **BLOCK CAPITALS**

### PART A

Name of business \_\_\_\_\_  
Contact name | Position \_\_\_\_\_  
Address \_\_\_\_\_  
Phone | Mobile \_\_\_\_\_  
Email \_\_\_\_\_

### PART B

Please indicate the number of tins required  (maximum 4)

Will the Collection Unit/s be displayed at the address listed above?  Yes  No

If 'No', where will the Collection Tin/s be displayed? \_\_\_\_\_

Intended duration of use of Collection Unit/s:  12 months  Other \_\_\_\_\_

### DECLARATION

I certify that I am 18 years or over and accept the terms and conditions of the Collection Unit Fundraising Guidelines. I agree to conduct my fundraising in accordance with those terms and conditions and in a manner that upholds the integrity of Monash Health and all affiliated Monash Health sub-brands

I acknowledge that 100% of funds collected in the Monash Health and affiliate Monash Health sub-branded collection receptacle will be forwarded to the Monash Health Foundation

I have read and I agree to abide by the Collection Unit Fundraising guidelines of Monash Health and all affiliated Monash Health sub-brands

\_\_\_\_\_  
Signature(s) Date

#### **For use by Monash Health Foundation staff only:**

Monash Health Foundation approves and endorses the above named person/business to collect funds on behalf of Monash Health and affiliated sub-brands.

Collection Tin numbers: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_  
Date: \_\_\_\_\_

## Collection Tin Fundraising Guidelines

Thank you for your interest and support in providing better healthcare for all Victorians by hosting a Monash Health Collection Unit/s. Please ensure that you read and understand the Collection Tin Fundraising Guidelines below.

These guidelines are to assist groups and individuals who are interested in undertaking fundraising via Monash Health and all affiliated sub-brands official collection receptacle collection tin/s to benefit Monash Health.

You will need to complete and sign the Collection Unit Application and Agreement form. Once the application has been received you will be issued with a *Consent to Fundraise* for a maximum of 12 months and the Collection Tin/s by mail. Any person or organization fundraising in Victoria is required by law to have a *Consent to Fundraise*. The Fundraiser is not authorized to use Monash Health, nor any of the affiliated sub-brands as its beneficiary charity until it has received this letter.

**The Fundraising Appeals Act 1998 (Vic) have strict guidelines and require for the Monash Health and all affiliated sub-branded Collection Tin receptacles meet the following criteria:**

- Collection Unit/s must be securely fastened to a counter/bench;
- Collection Unit/s must be properly and securely sealed;
- Collection Unit/s are returned securely and unopened to Monash Health Foundation, 246 Clayton Road, Clayton VIC 3168;
- Please note as this unit is an official charity collection unit which has been registered with Consumer Affairs, a statutory declaration of police report is therefore required for lost or stolen units. It is an offence to retain collection units for personal use.

**To meet the above criteria, you are required to implement the requirement listed below:**

- Upon receipt of the Collection tin/s, check the serial number, which is located on the base of the Collection Tin, corresponds with the number recorded on the enclosed Reconciliation Form
- Secure Collection Tin/s to an immovable object when displaying the unit.
- Return the Collection Unit/s securely and unopened to Monash Health Foundation

Monash Health will issue a receipt on completion of counting the funds remitted. Monash Health reserves the right to withdraw approval to fundraise should it be necessary to protect the reputation of Monash Health and all affiliated sub-brands. If this was to occur, fundraising and promotion must cease immediately. The fundraising authorization and all monies raised must be returned to Monash Health Foundation within 7 days.