



CLUB HELENSVALE

077 Donation Request

To be considered for a donation from Club Helensvale please complete this application form, and submit via email or mail to:

Email – admin@clubhelensvale.com.au
Mail - Community Department
Club Helensvale
PO Box 92
HELENSVALE QLD 4212

For requests that involve events, applications must be submitted at least fourteen (14) days in advance.

For requests for donations above \$1000 or sponsorship, applications must be made on our Community Benefit Fund form available from reception or on our website.

If you are fundraising on behalf of a charity, please provide a letter of support from the charity detailing its approval of your event/activity and your authority to fundraise on their behalf.

DONATION APPLICATION

Name / Company Name _____

Address / Company Address _____

Contact Name _____

Phone _____ Email _____

Club Helensvale Membership No. _____

Event Title _____

Event Purpose _____

Event Date _____ Event Time _____

Event Location _____

Estimated Attendance _____

Donation Request (please list items you are requesting) _____

Please detail reasons for your request and what you require donation for _____



CLUB HELENSVALE

077 Donation Request

Is the donation to benefit a charity? YES NO

Are they a deductible gift recipient? YES NO

Is a letter of support from the charity attached? YES NO

Is the donation to assist a fundraising event? YES NO

If yes, what organisation / individual are being supported? _____

How has this organisation / individual benefitted the community? _____

Please attach any supporting documents

.....

OFFICE USE ONLY

Name of Recipient _____

Previous Recipient YES NO

Previous Donation Item / Amount _____

Approved YES NO Date _____

Approved Donation Items / Amount _____

Boardroom / Bowlsroom Hire YES NO

Notification to Recipient ACTIONED Date _____

Donation Received Date _____ Cheque EFT CASH

Processed YES NO Date _____