

CHARITY REQUESTS

The Request Process

- 1) Download and fill in the Charity Request Form
- 2) Attach your Charity Request Form and supporting letter for your charity, merchandise or match ticket requests on organisation letterhead to:

Charity Request
Queensland Rugby
PO Box 205
Kelvin Grove DC QLD 4059

All requests must contain the Charity Request Form. **The completion of this form is a request only and does not guarantee a donation.** Any request with an incomplete or illegible form or requests that do not include the Charity Request Form will automatically be denied. The following process will take place:

- 1) On receipt of your request, including the correctly completed Charity Request Form, you will receive a confirmation letter advising of its status.

Please note: If you do not receive written confirmation then your request has not been received or your forms are incomplete. Queensland Rugby does not accept responsibility for contacting organisations who incorrectly complete or do not include the Charity Request Form.

- 2) Your request will be assessed according to the Criteria on the Charity Request Form, this process may take up to one (1) month. If your request is made during the Reds season this process may take up to two (2) months. We will endeavour to process requests in a timely manner however reserve the right to use time periods noted above.

Please note: Even if your request satisfies the Criteria set out, there is no guarantee it will be met due to the overwhelming number of requests received each year. The highest priority will be given to Junior Rugby Development.

- 3) You will be contacted via written correspondence as to whether your request has been successful. No correspondence will be entered into over Queensland Rugby's decision.

Please note: a) If you do not receive a response from the St. George Queensland Reds or Queensland Rugby, you should assume your request has not met the Criteria and has been denied. Those who are otherwise unsuccessful will be advised accordingly; b) Donated merchandise cannot be used for any other purpose other than that stated on the application letter or re-sold for any individual's profit; c) Queensland Rugby's decision is final.

QUEENSLAND RUGBY UNION LTD ABN 95 055 120 217 ACN 055 120 217

Phone +61 7 3354 9333 Fax +61 7 3856 6333 Website www.redsrugby.com.au

Address St. George Rugby House, 231 Butterfield Street, Herston QLD 4006 Postal PO Box 205 Kelvin Grove DC QLD 4059

CHARITY REQUEST FORM

STEP 1 | CONTACT DETAILS

Name of Organisation:

Key Contact:

Contact Number:

Email Address:

Postal/Street Address:

STEP 2 | REQUEST DETAILS

Event/Activity Name:

Event/Activity Date:

Response Required by Date:

Summary of event/activity objective and desired outcome, including money to be raised:

Summary of how this event/activity will be promoted:

Approximate number of attendees:

Item(s) requested:

Quantity requested:

STEP 3 | CRITERIA

Which of the following criteria does this event/activity meet? (Tick)

Rugby Development

Support rugby at the grassroots level. Queensland Rugby has an objective of re-connecting the Queensland Reds with their grassroots support.

Youth and Education

Help young people build purposeful lives by providing the right pathway.

Health and Well Being

Help improve health and wellbeing in the community.

Which of the following do you represent*? (Tick)

Charitable organisation

Community Group

School

Event

*Please attach authorisation to request/fundraise on behalf of organisation.



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