



Olivia Newton-John  
Cancer & Wellness Centre

**REGISTRATION FORM AND GUIDELINES**  
**FOR COMMUNITY ORGANISATIONS OR INDIVIDUALS**  
**WISHING TO RAISE FUNDS FOR THE OLIVIA NEWTON-JOHN**  
**CANCER AND WELLNESS CENTRE APPEAL: A PART OF AUSTIN HEALTH**

The Olivia Newton-John Cancer and Wellness Centre Appeal receive many calls from community groups and individuals wishing to run an event or plan an initiative to help raise funds for our Appeal. These requests are very welcome and much appreciated – thank you.

A requirement for any fundraising event or initiative is to pre-register with the Austin Health Fundraising Department, by completing the attached form. This is so that your initiative is officially registered with the Appeal's Fundraising Department for approval, prior to your event.

We understand that community groups or individuals who want to raise funds for the Olivia Newton-John Cancer and Wellness Centre Appeal might wish to use the Appeal's name on promotional material to promote their fundraising idea or event. Please note that any promotional material that includes the Appeal's name must be pre-approved by the Austin Health Fundraising Department.

Thank you for your consideration and support.

Austin Health is a major teaching and research hospital incorporating on three separate sites the

- Austin Hospital
- Heidelberg Repatriation Hospital
- Royal Talbot Rehabilitation Centre

Major projects and services include the

- Olivia Newton-John Cancer and Wellness Centre Appeal
- Victorian Spinal Cord Service
- Liver Transplant Unit

Sharon Hillman FFIA  
Director of Fundraising  
[www.oliviaappeal.com](http://www.oliviaappeal.com)  
[www.austin.org.au](http://www.austin.org.au)



**6. Brief Description of the Event/Initiative**

**7. Date or approximate date of event**

Date:

Time of event:           **to**

**8. Venue and/or address of event**

**9. Event/Function Promotion**

Please confirm

We agree to forward samples of all promotional materials and correspondence including all electronic and possible media releases stating the Olivia Newton-John Cancer and Wellness Centre Appeal's name (or other Austin Health Institution names) to Austin Health for approval, before publishing, promoting or distributing materials.

YES / NO

**10. The Olivia Newton-John Cancer and Wellness Centre Appeal is the sole beneficiary of monies raised from this event/initiative**

YES / NO

If No, please indicate other beneficiaries

11. The net proceeds of the event/initiative will be donated to the Olivia Newton-John Cancer and Wellness Centre Appeal

YES / NO

If No, please state what part or calculation of how the funds will be distributed

12. Further comments

**PLEASE NOTE:**

- *Austin Health will not take any responsibility for expenses incurred by organisations or individuals raising money to benefit the Olivia Newton-John Cancer and Wellness Centre Appeal or other Austin Health projects, unless specifically authorised in writing.*
- *Austin Health respects your privacy and will not give your details to a third party. Your contact details will only be included on our secure database, for you to receive receipts and updates on the appeal, including quarterly newsletters.*

Signed: ..... Date: .....  
APPLICANT

Approved: ..... Date: .....  
DIRECTOR OF FUNDRAISING

Please Return to:	c/o Melissa Cramp Olivia Newton-John Cancer and Wellness Centre Appeal Austin Health Fundraising Department Locked Bag 25 HEIDELBERG VIC 3084  Phone: +61 3 9496 5753 Fax: +61 3 9496 5160 Email: <a href="mailto:oliviaappeal@austin.org.au">oliviaappeal@austin.org.au</a> Website: <a href="http://www.oliviaappeal.com">www.oliviaappeal.com</a> <a href="http://www.austin.org.au">www.austin.org.au</a>
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