



Planned Date/Period	
Planned Market/s	
Fundraising Target (minimum AUD \$6,000)	

Background Information

The below information is requested to help us tailor your experiences in Nepal to best suit your needs, and to provide you with the most useful support throughout your fundraising period.

Briefly outline current and recent employment (organization, roles, responsibilities, time periods)	
Have you had any fundraising experience? If yes, provide details.	
Have you ever worked as a volunteer before, either in home country or abroad? If yes, provide details.	
Have you traveled overseas before? If so, where?	
What type of travel do you usually prefer? (e.g. individual, group, package)	
How did you hear about this program?	
What inspired you to register?	
What do you plan to gain from the experience?	



Please list any medical conditions or dietary restrictions that we need to be aware of.	
Please list two character referees (name, company, relationship, email, phone)	

Please ensure you have read the Conditions of Participation, Travel and Fundraising (below) carefully before applying. Please note that SCAI can only provide you with authority to fundraise in NSW and VIC and that donations are **not** tax deductible.

Checklist (please tick)

	I have answered all questions on the Application Form
	I have read and fully understand the Conditions of Participation, Travel and Fundraising (below)
	I will endeavor to the best of my ability to meet my fundraising target in accordance with my approved Fundraising Plan. If I do not meet the minimum requirement of AUD\$6,000 I agree to either make up the difference myself personally, or give what I have raised as a one-off donation to SCAI. I agree to make full payment to SCAI by Friday 22 nd August 2008.
	I agree to adhere to SCAI's financial record keeping policies and practices, and to seek written approval from SCAI for all fundraising expenses, promotional materials and the like prior to making any commitments or releasing them to the public
	I agree to provide etm travel pty ltd with full details of my Comprehensive Travel Insurance by 22 nd August 2008. I understand that whilst the tour operators will provide fully qualified staff in Nepal, neither SCAI nor etm travel pty ltd are responsible for any illness, injury, lost/stolen goods, changes/cancellations to flights and the like.
	I have a valid Australian passport, or if not currently, I will ensure I have one in time for getting my Visa
	I have enclosed 3 passport sized photos
	I am happy for to you pass on my name and contact details to other registered participants

I hereby acknowledge that the information contained on this Application Form is true and correct to the best of my knowledge. I understand that any information that is later discovered to be incorrect or untrue may result in the termination of involvement in this program. In this case, all funds raised to date will become the property of SCAI.



Further, I agree to reference checks upon request, and I agree to produce a National Criminal Record Check under the Freedom of Information upon request.

Signed: _____ **Date:** _____

Thank you for taking the time to complete this Application Form.

Our travel management company **etm travel pty ltd** will be looking after all travel, accommodation and the trek arrangements in conjunction with Himalayan Waves Trekking Nepal. If you have any queries regarding flights, insurance or travel arrangements please contact:

Sally Goodchild at etm travel pty ltd
Ph: (02) 9356 1208 Fax: (02) 9806 6301
sallyg@etmgroup.com.au



Conditions of Participation

How to become a participant

Before you become a participant in the See the Sun rise in Nepal program you must submit this Application Form to Sunrise Children's Association Inc. (SCAI) for approval. Once accepted you will be notified by email and sent a Fundraising and Budget Plan form to fill in and return to emma@scai.org.au before commencing any fundraising.

Payment

To be eligible to take part in either of the 'See the Sun rise in Nepal' trips to Nepal you must meet the criteria of raising a minimum of AUD \$6000 and send all gross funds raised to the SCAI Fundraising Appeal Account no later than **Friday 22nd August 2008**. If you are running a series of smaller fundraising initiatives, you must bank the money within 7 days of collection, into the SCAI account below. Once your payment has been received in full, monies will be disbursed to Cathay Pacific, Himalayan Waves Trekking and etm travel pty ltd to cover your trip to Nepal.

You will then be re-imbursed an amount of up to AUD\$400 to cover your fundraising expenses providing you those expenses were pre-approved in writing by SCAI, you have kept the required financial records (on Expenses Form provided by SCAI) and can provide all supporting receipts and invoices. Failure to lodge all gross raised funds (minimum \$6000) and supporting documentation by this date will render you ineligible to depart on the date planned or any other later date. All funds raised must be forwarded immediately to SCAI with all financial records.

These conditions will ensure compliancy with SCAI's accounting practices and legal requirements and ensure that we can distribute a minimum of 70% of total funds raised to SCAI for the purpose of buying land for Sunrise Children's Village.

If you do not meet the minimum requirement of AUD\$6,000 through your fundraising initiatives and still wish to join one of the trips to Nepal, you are able to make up the difference yourself personally. This must form part of the full payment made to SCAI by **Friday 22nd August 2008**. If you do not wish to take the trip, all funds raised up until the 22nd August 2008 must be paid to SCAI as a one-off donation within 7 days.

If you have met the minimum requirement and wish to transfer the trip to someone else, you must notify us in writing prior to **Wednesday 3 September 2008**. If the air tickets have already been booked, this will depend on the rules and regulations of the airline, and all costs associated with changing the name must be paid by the participant.

If you have a friend or partner who you wish to accompany you on the trip, they may do so at a cost of \$3000. This must be paid in full by **Friday 22nd August**. Their trip package will have the same inclusions, exclusions and conditions as that of the participant.

I/We have read, understood and completed the above conditions in full as required.

Conditions of Travel

Amendments

etm travel pty ltd has arranged specially negotiated rates with Cathay Pacific departing Sydney & Melbourne on Sunday 19th October 2008 for Kathmandu and returning to Sydney & Melbourne on either 8 November 2008 (Trek) or 3 November 2008 (sightseeing). If you wish to extend your trip, and add on extra days and/or destinations to your itinerary, please contact etm travel pty ltd who will be happy to help with quotations and assistance on 02 9356 1208.



Air Travel Amendment Policy

etm travel pty ltd will do all possible to obtain air seats at the specially negotiated rates. However, if you choose to travel on different dates, all prices are subject to availability.

Important Notice: Once these fares are ticketed, should you wish to amend your travel arrangements, an amendment fee of \$155 per person/per change will be applicable plus any additional airfares. Cancellation fees of \$330 also apply after 3 September 2008.

Cancellation by Tour Operator

The current program is designed based on a minimum of ten participants. If the number of participants falls below eight, we reserve the right to cancel the trip. In this event, assuming you have raised the minimum amount of \$6,000, you will be offered a position on the 2009 trip providing it goes ahead. You will not be entitled to a refund and all funds will be disbursed to SCAI and tour operators accordingly.

Passport and Visa Information

If you do not have a passport it is **your own responsibility to obtain one on time**. It is currently taking a minimum of 14 days to process. Your passport must be valid for at least **6 months** from date of departure from your last port of call prior to returning to Australia.

If you have a non-Australian passport you require an Australian re-entry visa. It is **your responsibility** to ensure that this is obtained & is current.

Visas

You must obtain Tourist Visa prior to travelling to Nepal. The visa form will be sent to you via email by etm travel pty ltd but it is your own responsibility to get the visa. A Tourist Visa costs A\$70 and can take up to a week to issue. If you want to have it issued on the spot, while you wait, the cost is \$86. There is a consulate in Sydney (Level 5, 203-233 New South Head Road, Edgecliff – open 10am-4pm on Wednesdays only) and in Melbourne (567 Burwood Road, Hawthorn – open 10am-4pm weekdays).

If you are applying by post, you will need:

1. Your current passport (with at least 6 months validity).
2. Fully complete two (2) visa application forms.
3. Two passport photographs attached to your forms.
4. Return self-addressed Yellow Express Post envelope or Registered envelope.
5. Bank cheque or Money order.

Personal cheques will not be accepted and credit card facilities are NOT available.

Please make bank cheques payable to: Nepalese Consulate.

Travel Insurance

Travel Insurance is a must when travelling overseas and you will not be allowed to participate in this program without Comprehensive Insurance. Etm travel pty ltd are happy to organise your travel insurance with Covermore.

Please send me details of the travel insurance Yes No

If you have or will organize your own insurance, you are required to send full details of your policy to etm travel pty ltd by **22nd August 2008**.

Medical Clearance

You are required to provide us with a letter from your GP giving you clearance that you are fit and healthy and able to trek the Himalayas. Please see letter at the end of this document for you to take to your Doctor.

SCAI Incorporation No: INC9884057 (NSW), A0048571L (VIC), Fundraising Authority: CFN#18436 (NSW), #7958 (VIC)





Please speak to your Doctor regarding prescription medications that they would recommend or what you require

- * Antibiotics (for infections)
- * Anti-inflammatory
- * Inoculations required e.g. Hep A, Hep B, Typhoid, Tetanus etc...
- * Any other medications your GP recommends

Inclusions

- Return Economy airfares from Sydney or Melbourne to Kathmandu including ticketable taxes
- Airport transfers in Nepal
- Hotel accommodation (twin share) in Kathmandu, sightseeing stops and teahouse accommodation on trek
- Breakfast as per itinerary
- Trek Permits and fees
- English speaking guides and porters
- Transportation for sightseeing as per itinerary
- Certificate of fund raising achievement

Exclusions

- Comprehensive Travel insurance (mandatory)
- Tourist Visa (AUD\$70 for 60 days)
- Non-ticketable airport taxes (departure tax from Kathmandu)
- Other meals & spending money
- Hire of any trekking equipment needed such as boots, jackets, poles
- Any extra travel arrangements at the end of the Trek
- Any activities you wish to undertake that are not part of the set itinerary
- Any other cost not listed as an inclusion

Liability

etm travel pty ltd welcomes the opportunity to provide a service to our clients. However, persons who take advantage of this service do so with the knowledge that etm travel pty ltd acts only as an intermediary, whose function is to make reservations with companies or firms offering facilities for accommodation, coach, air travel or any other services associated with the travel & incentive industry. etm travel pty ltd will make every endeavour to ensure that the reservations and bookings which are made with such firms or companies are in fact fulfilled by them.

However, neither etm travel pty ltd nor its agents or its agents employees, licensees, customers or provider of any facilities, whilst acting in good faith, do not accept responsibility for any injury, damage, loss, delay, additional expenses or inconvenience caused directly or indirectly by force majeure or other acts which are beyond our control, or which are not preventable by reasonable diligence on our part including but not limited to war, civil disturbance, fire, flood, unusually severe weather, acts of Gods, acts of Government or any other authorities, accidents to or failure of machinery or equipment or industrial action.

It is agreed that as an independent contractor, etm travel pty ltd shall not be liable for damages to either persons or property sustained by your company (or organisation) or your participants, delegates or any other invitees during the course of the program or any travel extensions pre or post.

The passenger tickets used by any airline or other carrier, when issued, shall constitute the sole contract between the airline or other carrier and the passenger under the conditions stated on the ticket. The failure of any passenger to board any flight, including charter flight or carrier, shall be the sole responsibility of the passenger, and no other person, firm or entity shall be responsible, except if such failure is the result of any wrongful or negligent act or omission of a third party supplier (who shall be responsible).

SCAI Incorporation No: INC9884057 (NSW), A0048571L (VIC), Fundraising Authority: CFN#18436 (NSW), #7958 (VIC)





Privacy

SCAI is bound by, and committed to supporting, the National Privacy Principles (NPPs) set out in the Privacy Amendment (Private Sector) Act 2000. Etm travel pty ltd, on behalf of SCAI will collect and store information you provide in this Application Form for the purposes of enabling the Trek to take place, to assist with administrative and planning purposes and for future planning and development of the Himalayan Trek and other events, to facilitate your requirements in relation to the Tour and to allow the compilation and analysis of statistics relevant to the Tour. The information that you provide in the Application Form and information provided at any other time during the Tour, including without limitation any feedback obtained during the Tour, will be used to offer, provide and continue to improve its Tours and other services. etm travel pty ltd may disclose some of the information that is collected in the Registration Form such as your name, your organisation and its location and your email address to other tour participants and (unless you object in writing to us) to suppliers such as hotels and overseas tour suppliers. etm travel pty ltd will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement or where such purpose is permitted or required by law.

I/We have read, understood and completed the above conditions in full as required.

Conditions of Fundraising Fundraising Authorisation

SCAI has registered fundraising authorities from both the NSW Office of Charities, Department of Gaming and Racing and Consumer Affairs Victoria, Department of Justice. As participants you will be raising money on behalf of SCAI as volunteers, therefore will be covered under SCAI's authority to fundraise. **You must receive an authority to fundraise letter and authorization number in writing from SCAI prior to commencing any fundraising activities.** Once you have been accepted as a participant, and your Fundraising and Budget Plans have been approved by SCAI we will forward you a letter of authority and volunteer fundraising card, displaying your authorization number.

As a fundraiser you are not an employee or agent of SCAI, nor do you represent SCAI in any other capacity other than as a volunteer. Fundraisers undertake all fundraising activities at their own risk and SCAI is not liable for any injury, damage or loss sustained as a result of fundraising activities.

Fundraisers must make the nature of the relationship between the participant and SCAI clear in all their dealings with the public, sponsors, donors and any other supporters, that is, that they are acting as volunteers in organizing and hosting their fundraising programs SCAI are merely the recipients of their funds raised.

Fundraisers must not accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.

Implementation of Fundraising Initiatives

Fundraisers must comply with SCAI's fundraising guidelines and must execute their fundraising activities as closely as possible to the Fundraising Plan that has been approved by SCAI. If throughout the fundraising process you wish to alter your plans, you must seek approval from SCAI in writing.

SCAI's guiding principles are simple – we will only use techniques that we would be happy to be used on ourselves, and in fundraising on behalf of SCAI we expect you to do the same. In doing so, participants must adhere to the following standards:

- Fundraising activities carried out by SCAI and volunteer fundraisers will comply with all relevant laws
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.



- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of SCAI.
- No general solicitations shall be undertaken by telephone, door-to-door or from vehicles on the road.
- Financial contributions will only be accepted from companies, organisations and individuals that the SCAI committee considers ethical. Companies and organisations specifically excluded from making financial contributions to SCAI include gambling and tobacco companies.
- If fundraisers intend to approach any corporate sponsors they are required to get approval from SCAI prior to doing so. This is to ensure that the fundraiser does not potentially damage any existing or potential relationships that SCAI may have developed or be looking to develop with that company on a long term basis.
- Raffles operate under slightly different conditions, so please advise as early as possible if you are planning on conducting a raffle.

Public fundraising

If you are collecting funds from a public place you are required to wear a name badge clearly displaying your name, the organization you are fundraising for (Sunrise Children's Association Inc), whether you are paid or volunteer and the fundraising authorization number.

If fundraising in a public place, it is the responsibility of the fundraisers to ensure they organize any permits or licenses that are required to fundraise in a particular place directly with the local council. SCAI will not be liable for any breaches of these rules and regulations and any penalties born as a result of not holding the correct license or permits will be the responsibility of the fundraiser.

Publicity

Fundraisers must use the templates provided by SCAI where possible (proposal templates, letterheads, logos) and are required to seek written approval by SCAI for all advertising, promotional materials, media releases and the like before being sent out. This enables us to ensure that SCAI is being clearly and accurately represented.

Fundraisers must not provide any misleading or inaccurate information about SCAI, our partners, our projects or the children we support in Nepal. If you are found to have intentionally provided any false or misleading information, or information that is conflicting with the information provided to you in the materials provided, we hold the right to disqualify you from participating in the program from that point on and you will forfeit your trip. All monies raised up to that point will become the property of SCAI, and must be paid to SCAI within **7 days**.

All publicity should clearly state that all funds raised will be going to SCAI. Fundraisers must make it clear to the public, sponsors, donors and any other supporters that a minimum of 70% of all funds raised will be going to SCAI for the purpose of buying land for Sunrise Children's Village, and that the remainder will be used to cover the cost of participants trips to Nepal and to cover participants fundraising expenses up to \$400.

Fundraising Expenses

SCAI will cover up to \$400 of pre-approved fundraising expenses per participant, and participants are required to submit the Expenses Form provided by SCAI along with all supporting invoices and receipts in order to be reimbursed. Even with receipts/invoices, no fundraising expenses will be re-imbursed if you did not have written approval from SCAI beforehand. Any expenses incurred over and above the \$400 is the sole responsibility of the fundraiser. The lower the fundraising expenses, the greater the amount that can go to SCAI land fund, so we strongly request participants keep expenses to an absolute minimum.

Receipts

SCAI will issue receipts to fundraisers for the gross amount they send to SCAI by the stated deadline. Fundraisers are not obliged to issue receipts to the general public, sponsors, donors or any other supporters throughout their fundraising activities. If a donor requests a receipt however, the participant may as an act of goodwill issue them with an SCAI receipt, but it must clearly state "Interim Receipt" on it. This is to ensure there is

SCAI Incorporation No: INC9884057 (NSW), A0048571L (VIC), Fundraising Authority: CFN#18436 (NSW), #7958 (VIC)





not a double up of receipts being issued. "Interim Receipt" can be hand written on there by the participant. Any receipt books issued to participants for this purpose must be returned to SCAI at the end of their fundraising activities.

Fundraisers must make it clear to the general public, sponsors, donors or any other supporters prior to donating that donations to SCAI are currently **not tax deductible**.

Reference Checks

To minimize the risk of fraudulent behaviour, you are required to provide SCAI with details of two character referees agree to produce a National Criminal Record Check under the Freedom of Information upon request.

I/We have read, understood and completed the above conditions in full as required.

etm travel pty ltd
License: 32426
ABN: 15 096 289 431
IATA: 023 5559-2



Dear Doctor,

Mr/Mrs/Ms _____ is going to be trekking in the Himalayas in _____ 2008. The trek is arduous and physically demanding, with particular demand on the heart, lungs, knees and joints.

We request a medical certificate/letter from you stating that in your opinion you find _____ fit/unfit or able/unable to complete the trek.

Can you also please sign this letter (as acknowledging our request) and give back to your patient so it can be returned to our office.

Please advise of the following information for your patient:

- * Any recent operations including knee or joint operations
- * Heart Stents
- * Suffers from asthma, diabetes, epilepsy, high blood pressure
- * Allergies of any kind (e.g. bee stings) or
- * Any other medical conditions.

Please ensure that your patients heart and lungs are in good general health.

We suggest to our trekkers that they speak to their Doctor regarding prescription medications and any other medications you may suggest to them.

- * Anti-Malaria tablets
- * Antibiotics (in case of sickness and/or infection)
- * Anti-inflammatory medication
- * Diarrhoea tablets
- * Inoculations required

If an emergency evacuation is required during the trek, a Dr will go in the helicopter to assess and treat the trekker. The trekker is then taken to a hospital in Kathmandu. I am required to give a brief outline to the Dr in Kathmandu (before the helicopter leaves Kathmandu) of any medical conditions, so they can treat the trekker accordingly. Therefore the more information I have, the better.

There is nowhere along the trek to get access to any medications.

I appreciate your assistance in taking the time to complete the medical assessment, as we take the health and well being of our trekkers as priority.

If you would like any further information I can be contacted on (02) 9356 1208.

Regards

Sally Goodchild

Signed by: _____

Dated: _____