

# CHARITY SIGN UP CHECKLIST

We made a list to help you prepare for our online sign up process.

## Are you ready?

- Are you a registered charity with the Australian Charities and Not for Profits Commission (ACNC)?
- Do you have an Authority to Fundraise?
- Have you read the [Shout Fundraising Terms and Conditions](#), [Shout Platform Terms and Conditions](#), [Rate Sheet](#), and the [Shout Privacy Policy](#)?
- Do you have the authority to complete the application and contract on behalf of your charity?

If you checked these boxes, keep reading to find out what other documents and details you need at hand.

## Items you need to upload:

1. DGR Certification, if you have a DGR status.

Max file Size: 10MB

File format: PDF

2. Bank statement/Letter from your bank verifying bank details (see step 4 below for details)

Max file size: 10MB

File format: PDF

3. Charity Logo

Resolution: 400x400px

Max file Size: 10MB

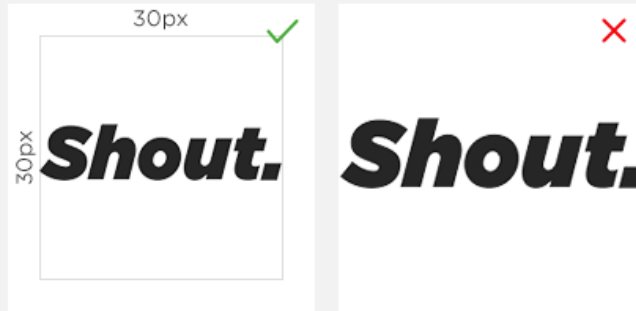
File format: JPG, PNG



## RECOMMENDED FILE SIZE

The recommended image size ensures your logo will be displayed properly.

Image size: 400x400px  
Border: 30x30px  
Resolution: 72dpi  
Max file size: 10MB  
Supported file types: jpg, png



## Details you will need:

### 1. ABN/ACN

Your unique 11-digit Australian Business Number (ABN) that identifies your business to the government and community.

### 2. Charity Contact Info

Name, email, contact number

### 3. Finance Contact Info

Name, email, contact number

### 4. Bank Details

Bank Name, BSB, Account number

You will need to provide a copy of a bank statement or letter from your bank on bank letterhead that contains the BSB, Account Number and Account Name to verify the account details provided.

### 5. Social Channel URLs (Optional)

Facebook, Twitter, Instagram and YouTube URLs

### 6. Charity description.

You will need to include a brief description of your organisation which will appear on your listing page. (Max 1000 characters.)

Example: "Cause4Good is an Australian based organisation that exists to provide medical care for families in countries all around the world. We improve the health of many people while educating the local healthcare professionals with newer medical technologies.



By supporting this charity, you are supporting millions of people around the world, and giving them a better chance of a healthy life.”

#### 7. Fundraising Licence Numbers

You will need to provide all relevant licence numbers for the states or territories you have authority to fundraise in or a valid exemption for not holding a fundraising licence in the state/s you operate out of.

And that’s all you need to complete the sign up form.

Please note: Shout for Good may require additional information from you after we receive and review your completed sign up form in order to finalise your registration. The team will let you know if any further information is required.

When you’re ready, please visit:

<https://shoutforgood.com/new-charity>

to begin the process.

