

Community Fundraising Guidelines

Thanks for your interest in fundraising for San Foundation (the Foundation). It is through such support from our community that we are able to provide the extra services and equipment that ensure San Hospital patients receive the very best of care. We are very grateful for your time and enthusiasm.

These guidelines are designed to assist you in planning your fundraising activity to ensure you have fun and achieve your fundraising objectives. Once you have read these guidelines carefully, we would ask you to complete the Community Fundraising Agreement Form and return to us.

The San Foundation, due to limited resources, is unable to assist in the coordination of your fundraising activity, for example ticket sales, solicitation of prizes. However, where possible, the San Foundation will support and advise you on your fundraising activity. Please note there are some activities that we cannot endorse – please contact the Foundation for more details.

Should you have any questions in regards to these guidelines, please do not hesitate to contact the San Foundation on 9487 9405 or email foundation@sah.org.au

Authority to Fundraise

All individuals, groups or organisations who wish to fundraise on behalf of Foundation are referred to in this document as *Community Fundraisers*.

Community Fundraisers must register with us, whatever the size of the activity or the donation. This will ensure your fundraising activity meets the requirements of the fundraising legislation. Before you start to organise your fundraising activity:

- Please read through these Community Fundraising Guidelines and the Authority Fundraising Conditions found at http://www.olgr.nsw.gov.au/pdfs/Authority_conditions_fundraising.pdf
- Complete the Community Fundraising Agreement and return to us. This form can be found on our website www.sanfoundation.org.au or by emailing foundation@sah.org.au
- Once approved, we will send you a Letter of Authority to fundraise on behalf of the San Foundation, a fundraiser acquittal form and any marketing materials that the San Foundation agrees to provide to you.

Use of San Foundation name and logo

- As you fundraise on our behalf, you must explain that funds are being raised for "San Foundation".
- Your fundraising activity cannot be named "San Foundation Movie Night" or "Sydney Adventist Hospital Raffle". However you can state that the fundraising activity is in support of the San Foundation. For example "Proudly supporting San Foundation" or "All proceeds raised will go towards San Foundation."
- Any use of the San Foundation's name and logo must be approved by us in writing.
- Any printed materials which bear the San Foundation's name and/or logo (eg brochures, invitations, flyers, website, social media) including text and images must first be approved by the San Foundation prior to publication.
- The San Foundation can provide high quality logos for printed materials. Logos must not be altered or amended in any way (eg changes to colour, stretching, cropping or additions to the design).

- The *Community Fundraiser* must notify the San Foundation if you intend to approach any media regarding your fundraising activity. All media releases/advertisements must be approved by the San Foundation.

Banking, Records and Receipting

- All financial aspects of the fundraising activity are entirely the responsibility of the *Community Fundraiser* and must comply with the *Charitable Fundraising Act* and Regulations (or the applicable legislation in your State or Territory).
- The *Community Fundraiser* is required to keep accurate financial records (including retention of receipts and invoices) and provide the San Foundation with an accurate record of income and expenses.
- Where a bank account is set up in the *Community Fundraiser's* name to receive funds from the fundraising activity, the account must include a reference to the San Foundation. This account should be closed after your fundraiser/event.
- The San Foundation cannot pay any expenses incurred by you, but you can deduct expenses necessary to conduct the fundraising activity from the proceeds, provided they are properly documented. Total expenses must not exceed 40% of funds raised.
- Funds raised for the San Foundation cannot be used to make a donation to another organisation.
- Any GST associated with the cost of fundraising is the responsibility of the *Community Fundraiser*.
- The San Foundation can provide official tax deductible receipts to people making a financial donation of \$2 or more where the donation is a gift and the donor receives nothing of material value in return. The *Community Fundraiser* must supply name, address and donation details to the San Foundation for anyone who requires a tax deductible receipt and receipts will be issued once we have received the funds. We will provide you with a Donation Receipt Template.
- The following are not tax deductible: Ticket purchases, purchases of raffle tickets or auction items, sponsorship, donations of goods or services, purchases of goods.
- The San Foundation recommends that the *Community Fundraiser*, where possible, encourages those who wish to make a tax deductible donation to do so directly to San Foundation by calling 9487 9405 or via the website www.sanfoundation.org.au
- Once your activity is over and you have paid all your expenses you will need to forward the proceeds to the San Foundation. We will provide you with details of how to do this once your activity has been approved.
- All proceeds from the fundraising activity need to be deposited or forwarded to the San Foundation within 30 days of the conclusion of the fundraising activity.

Legalities and insurance

While your fundraising activity is supporting our organisation, it is being run by you as an independent third party. This means you are ultimately responsible for ensuring compliance with all legal requirements in relation to the organisation, management and running of the event. As an independent third party fundraising group or individual, you are not covered under any of the San Foundation policies including travel, public liability or group personal accident. The San Foundation suggests that any third party fundraiser have their own insurance for any fundraising activity they undertake.

As third party fundraisers you are also responsible for any Licences or Permits (eg local Council approval) required for your fundraising activity.

Safety

Safety is an important aspect of any fundraising activity, so always check facilities in advance including fire exits and first aid. It is also a good idea to have a contingency plan in case something unexpected goes wrong e.g. bad weather may ruin an outdoor fundraising activity.

Privacy

San Foundation is required to abide by the relevant Privacy Legislation Guidelines.

Useful contacts

Thank you for choosing to fundraise for San Foundation. We hope it is an enjoyable and rewarding experience. Feel free to contact us at any time.

San Foundation
185 Fox Valley Road
Wahroonga NSW 2076

Phone: (02) 9487 9405
Email: foundation@sah.org.au
Website: www.sanfoundation.org.au

For more information on tax related issues and the Charitable Fundraising Act 1991 please refer to the following sources:

Australian Taxation Office
Office of Liquor, Gaming & Racing
Fundraising Institute of Australia (FIA)

www.ato.gov.au
www.olgr.nsw.gov.au
www.fia.org.au

Phone: 13 24 78
Phone: 9842 8188
Phone: 9411 6644