



making the
difference



WCH FOUNDATION FUNDRAISING GUIDELINES

The Women's & Children's Hospital Foundation (WCH Foundation) abides by the Collections for Charitable Purposes Act 1939.

Any person, organisation or group fundraising in the name of the WCH Foundation will be required to accept the following guidelines and register their fundraising event or activity with the WCH Foundation.

Please contact us if you have any questions – we are here to help!

GETTING STARTED!

1. All fundraising activity must be endorsed by the WCH Foundation. Once we have received your signed Event Application Form and we are satisfied that the fundraising activity fits with the philosophy and policies of the WCH Foundation we will endorse your fundraising activity and forward your Letter of Authority.
2. The WCH Foundation will not endorse fundraising which involves any activity that does not fit with the Hospital's values.

ONCE ENDORSED

3. The Fundraisers do not have the rights to the names 'WCH Foundation' or 'Women's & Children's Hospital Foundation' nor are the Fundraisers able to raise funds in those names. This means you cannot call your event a WCH Foundation event, *ie.* WCH Foundation Trivia Night; however you can call it an event supporting the WCH Foundation. The preferred wording is 'This event proudly supports the Women's & Children's Hospital Foundation'.
4. Any documents/promotional material used by the Fundraisers in relation to the fundraising activity must be approved by the WCH Foundation. If the Fundraisers wish to incorporate the WCH Foundation's logo on any materials or products, prior permission must be obtained before printing.
5. The Fundraisers must not utilise the name 'WCH Foundation' or the WCH Foundation logo in any other way than in accordance with the directions of the WCH Foundation. The Fundraisers must not use any other intellectual property owned or controlled by the WCH Foundation.
6. The Fundraisers take responsibility for all organisational aspects of the fundraising activity/event. This may include soliciting prizes, major ticket sales, sourcing auction items, organising publicity, and providing goods or services. The Foundation is here to provide advice and guidance when needed.

7. The WCH Foundation requires that there are no door-to-door appeals, street collections or general public telephone solicitation in connection with the event or activity.
8. In order to maintain the confidentiality of patients and ex-patients, children must not be involved in externally organised fundraising events or publicity unless there has been prior discussion and approval by the WCH Foundation.

RAFFLES

9. If the fundraising activity involves a raffle and the aggregate value of prizes offered does not exceed \$5,000 (Minor Lottery), the WCH Foundation can provide standard raffle tickets. No permit is necessary.
10. The total value of all prizes in the lottery must be at least 20% of the total face value of all tickets offered for sale in the lottery.
11. If raffle tickets are being sold to the public and the aggregate value of prizes exceeds \$5,000, the Fundraisers must obtain a permit from the Office of the Liquor and Gambling Commissioner, Lottery Licensing Department. It is the Fundraisers' responsibility to submit an application with this Department and organise the printing of the raffle tickets. Please visit www.olg.sa.gov.au and follow the Lottery prompts.

The produced raffle tickets must show:

- Permit number
- Ticket price
- Description and value of prizes
- Ticket number
- Name and contact number of permit holder
- Name of organisation
- Closing date of ticket sales and drawing date
- Name and date of issue of the publication in which results are to appear

RECEIPTS

12. A receipt will be issued once the following items have been returned to the WCH Foundation:
 - Funds raised
 - Statement of Income and Expenditure
 - Receipt books
 - Unused raffle tickets (minor lottery)
13. Receipts for tax purposes can only be issued to people giving donations of money.
14. The following are **not** tax deductible
 - Raffle ticket purchases
 - Purchases of goods (e.g. chocolates, merchandise) or services
 - Purchases of goods and services at an auction
15. The following are tax deductible:
 - Donations above \$2.00

FINANCIAL RECORDS

16. The Fundraisers must provide the WCH Foundation with a statement of account of the Event. This statement of account must list all receipts and expenses in relation to the Event or activity.
17. The Fundraisers, if requested by the WCH Foundation, will make all financial records in relation to the fundraising event or activity available for inspection and/or copying by the WCH Foundation or its representative.
18. If the fundraising activity includes a major lottery, all financial records including ticket butts, details of ticket sellers and prize winners, banking records and unclaimed prizes must be submitted to the WCH Foundation at the end of the event. The Fundraisers will also be required to submit a financial return to the Office of the Liquor and Gambling Commissioner, Lottery Licensing Department. Records need to be kept for 12 months.

DONATED GOODS AND SERVICES

19. The WCH Foundation requires correspondence for any donated goods and/or services for the fundraising activity or event which states the donated value of the goods or services. This information assists the WCH Foundation to accurately record details and the appropriate thank you letters.

MEDIA AND PUBLIC RELATIONS

20. All media materials and press releases must be approved by the WCH Foundation prior to circulation. Approval can be given within a day in most cases and we are happy to discuss any ideas you may have.

WCH FOUNDATION REPRESENTATIVE

21. The Fundraisers must contact the WCH Foundation at least three (3) weeks prior to the event or activity if requesting a representative attend.

PERMITS

22. The Fundraiser is responsible for obtaining any permits or licenses that may be required.
23. Local government permission is required for any activities undertaken in a public park.
24. Permission is required by shopping centre management for events or activities held within the shopping centre.

LIABILITY

25. The Fundraiser releases the WCH Foundation from any and all loss, damage and liability arising from the event or the use of the name "Women's & Children's Hospital Foundation" or WCH Foundation logo.
26. The Fundraisers indemnify the WCH Foundation and will continue to indemnify the WCH Foundation from and against any and all claims, demands, debt, expenses, costs (including legal costs and expenses), losses or damages, whether direct or indirect, consequential or not, which the WCH Foundation suffers or incurs as a result of, or arising out of, the event or activity or the use by the Fundraisers of the name "Women's & Children's Hospital Foundation" or WCH Foundation logo.
27. For larger events, the Fundraisers must have adequate public liability insurance in respect of the fundraising event or activity (including all activities involved in the staging of the event) in an amount of at least \$10,000.00 per claim. The Fundraisers must, if requested by the WCH Foundation, supply to the WCH Foundation proof of that insurance.
28. The Fundraisers are solely responsible for the conduct of the fundraising event or activity including complying with any and all applicable laws governing the conduct of the event or activity.
29. The Fundraisers must not bind or purport to bind the WCH Foundation or incur any obligations of any nature in WCH Foundation's name. The Fundraisers are not authorised to represent the WCH Foundation in any way whatsoever other than in accordance with the Letter of Authority.

DISCLAIMER

30. The WCH Foundation reserves the right to withdraw its approval for the activity/event at any time if it appears that there is a likelihood of the fundraiser failing to adhere to any of the above guidelines.
31. The Fundraisers must, on receipt of a notice to do so in writing from the WCH Foundation, immediately discontinue the use of the name "Women's & Children's Hospital Foundation" and/or 'WCH Foundation' name and logo use.
32. Further to this, the Letter of Authority will not be issued where the viability of the fundraising activity is in doubt.

If you have any questions about these guidelines, or fundraising for the WCH Foundation in general, please contact the WCH Foundation Fundraising Department on fundraising@wchfoundation.org.au or by telephone at 8464 7900.



making the difference



WCH FOUNDATION EVENT APPLICATION FORM

If you would like to conduct a Fundraising Event to benefit the Women's & Children's Hospital Foundation please complete the form below and return to:

Women's & Children's Hospital Foundation
Locked Bag 5
ADELAIDE SA 5001

Fax: (08) 8464 7999

CONTACT DETAILS

Name of Event Coordinator: _____ Title: Mr / Mrs / Ms / Miss / Dr

Name of Community/Company/ Group (if applicable): _____

Mailing Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Phone: _____ Mobile: _____ Email: _____

Other people involved: (names of committee members, positions held on committee, contact details, experience with fundraising or organising events)

EVENT DETAILS

Name of Fundraising Event: _____

Date and Time of Fundraising Event: _____

Venue Address: _____

Details of Event: (nature of event, estimated number of people attending, previous history if event has been run before)

FUNDS

How will funds be raised? (eg all proceeds of raffle, auction items, ticket sales) _____

Estimated donation: \$ _____ (This does not mean you are guaranteeing to raise this amount)

Will any other organisation(s) benefit from the fundraising? (Please tick appropriate box)

No

Yes Name of Organisation: _____

Have you previously raised funds for the Women's & Children's Hospital Foundation? (Please tick appropriate box)

No

Yes When? _____ How? _____

Who did you liaise with at the Hospital? _____

Do you have or intend to seek public liability insurance for your Event?

No

Yes Please give details _____

EVENT PROMOTION & SPONSORSHIP

Will you be advertising / promoting this Event? (Please tick appropriate box)

No

Yes Please describe: _____

All advertising material, including media releases, featuring the WCH Foundation name or logo must be approved by the WCH Foundation prior to printing

Will you need the WCH Foundation (WCHF) to provide any of the following: (Please tick all that apply)

WCHF logo

WCHF Balloons

Banners

Collection Tins Number required: _____ (Maximum 5 tins)

Raffle Tickets – 100 tickets per book Number required: _____ (Maximum 10 books)

WCHF Newsletters

Please provide a list of sponsors and/or products promoted or used: _____

The name of sponsors and products promoted or used must be submitted to the Women's & Children's Hospital Foundation to ensure there is no conflict with health policies and current sponsorship arrangements. Please include details of sponsors you have already secured

BUDGET OUTLINE (for larger community or ticketed events only)

Please adjust/ add items applicable to your event

Expenses	\$ amount	Income	\$ amount
Venue Hire		Sponsorship	
Food & Beverage		Registration Fees	
Printing		Ticket Sales	
Advertising		Donations	
Promotional Material		Raffles	
Security		Auctions	
Insurance			
Transport			
Prizes			
TOTAL EXPENSES		TOTAL INCOME	

TOTAL PROFIT (total income less total expenditure) = \$ _____

FUNDRAISING AGREEMENT

I have read and accept the Fundraising Guidelines and I agree to conduct my Event in accordance with those terms and conditions and in a manner that upholds the integrity of the Women's & Children's Hospital Foundation.

The Fundraisers release the WCH Foundation from any and all loss, damage and liability arising from the Event or the use of the name "Women's & Children's Hospital Foundation" or WCHF logo.

The Fundraisers are solely responsible for the conduct of the Event, including complying with any and all applicable laws governing the conduct of the Event.

Name _____

Signature _____ Date _____