Community Fundraising Guidelines

Thanks for your interest in fundraising for Sydney Adventist Hospital 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 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 Sydney Adventist Hospital 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 Sydney Adventist Hospital 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 Sydney Adventist Hospital 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.sahfoundation.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 Sydney Adventist Hospital Foundation, a fundraiser acquittal form and any merchandise and marketing materials that the Sydney Adventist Hospital Foundation decides to provide to you.

Use of Sydney Adventist Hospital Foundation name and logo

- As you fundraise on our behalf, you must explain that funds are being raised for "Sydney Adventist Hospital Foundation".
- Your fundraising activity cannot be named “Sydney Adventist Hospital Foundation Movie Night” or “Sydney Adventist Hospital Raffle”. However you can state that the fundraising activity is in support of the Sydney Adventist Hospital Foundation. For example “Proudly supporting Sydney Adventist Hospital Foundation” or “All proceeds raised will go towards Sydney Adventist Hospital Foundation.”
- Any use of the Sydney Adventist Hospital Foundation’s name and logo must be approved by us in writing.
- Any printed materials which bear the Sydney Adventist Hospital Foundation’s name and/or logo (eg brochures, invitations, flyers, website, social media) including text and images must first be approved by the Sydney Adventist Hospital Foundation prior to publication.
• The Sydney Adventist Hospital Foundation can provide high quality logos for printed materials. Logos must not be altered or amended in any way (e.g., changes to colour, stretching, cropping or additions to the design).
• The Community Fundraiser must notify the Sydney Adventist Hospital Foundation if you intend to approach any media regarding your fundraising activity. All media releases/advertisements must be approved by the Sydney Adventist Hospital 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 Sydney Adventist Hospital 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 Sydney Adventist Hospital Foundation. This account should be closed after your fundraiser/event.
• The Sydney Adventist Hospital 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 Sydney Adventist Hospital 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 Sydney Adventist Hospital 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 Sydney Adventist Hospital 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 Sydney Adventist Hospital Foundation recommends that the Community Fundraiser, where possible, encourages those who wish to make a tax-deductible donation to do so directly to Sydney Adventist Hospital Foundation by calling 9487 9405 or via the website www.sahfoundation.org.au
• Once your activity is over and you have paid all your expenses you will need to forward the proceeds to the Sydney Adventist Hospital 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 Sydney Adventist Hospital 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 Sydney Adventist Hospital Foundation policies including travel, public liability or group personal accident. The Sydney Adventist Hospital 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**

Sydney Adventist Hospital Foundation is required to abide by the relevant Privacy Legislation Guidelines.

**Useful contacts**

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

Sydney Adventist Hospital Foundation  
185 Fox Valley Road  
Wahroonga NSW 2076

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

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

- **Australian Taxation Office**  
  Website: www.ato.gov.au  
  Phone: 13 24 78

- **Office of Liquor, Gaming & Racing**  
  Website: www.olgr.nsw.gov.au  
  Phone: 9842 8188

- **Fundraising Institute of Australia (FIA)**  
  Website: www.fia.org.au  
  Phone: 9411 6644