

The Hospital Research Foundation Group (THRFG)

The Hospital Research Foundation Group abides by the Collections for Charitable Purposes Act 1939.

The Hospital Research Foundation Group (THRF Group) includes a number of charities. These guidelines apply to individuals fundraising for any of The Hospital Research Foundation's charities listed below:

- The Hospital Research Foundation
- Australian Breast Cancer Research
- Australian Heart Research
- Australian Prostate Cancer
- Military and Emergency Health Services Australia
- Kidney, Transplant and Diabetes Research Australia
- Centre for Creative Health
- The Hospital Research Foundation Stroke
- The Hospital Research Foundation Parkinson's
- The Hospital Research Foundation Palliative

In granting a Temporary Authority to Fundraise letter, THRF Group requests that you adhere to the following fundraising guidelines:

Upon entering into this agreement, THRF Group will send you, the Fundraiser a Temporary Authority to Fundraise Permit letter confirming our involvement. The Fundraiser is not authorised to use any of The Hospital Research Foundation Group charities as your beneficiary charity until you have received that letter.

The fundraising activity/event shall be conducted in the Fundraiser's name, who has sole responsibility. Please note that THRF Group cannot commit to take an organisational role, nor assist in soliciting prizes, organising publicity (includes writing media releases), or providing goods or services to assist the Fundraiser in the running of the fundraiser/event. THRF Group can however provide advice and suggestions in these areas

We are not able to endorse fundraising which involves:

- Telemarketing
- Face to face solicitation eg. door knocking
- Any illegal activities
- Fundraising centred on the consumption or purchase of alcohol and/or tobacco
- Events involving violent or dangerous activities
- Use of THRF Group's database of supporters and staff
- Any activity which does not fit with THRF Group's values and ethos

THRF Group will use reasonable discretion when determining if an activity is unable to be endorsed based on the above criteria. If you are unclear whether your fundraising activity involves any of restrictions as they are described above, please contact our friendly team and we will be pleased to discuss the options with you.

THRF Group can only give you the permit to fundraise on our behalf when:

- We have received a written and signed Fundraising Application Form
- We are satisfied that the activity will produce a reasonable return to the cause after expenses have been deducted
- We are satisfied that the fundraiser/events fit in with the philosophies and policies of THRF Group
- The activity is not high risk to you, others, or the organisation THRF Group

It is not always possible for THRF Group to be represented at all fundraising events however if requested, we will do our best to attend. If the Fundraiser would like a THRF representative to attend the fundraiser/event, THRF should be notified as early as possible, preferably six (6) weeks in advance.

Use of Name & Logo

Please remember that the fundraiser/event will not be THRF Group's, but an activity to raise funds for donations to a THRF Group charity. When promoting, the following wording may be used, 'Funds raised benefiting [insert charity name]' or 'Proudly supporting [insert charity name]'.

Any documents/promotional material used by the Fundraiser in relation to the fundraiser/event must be in accordance with our style guide, which details the use of our logo and name. You will receive a copy in your Welcome Pack.

We ask for a reasonable level of liaison and information about the fundraiser/event. We would request that you provide us with copies of any advertising, editorials and photographs, so we can keep a complete record of the fundraiser/event and promote your generous efforts to others in the community (not prior to seeking your permission).

The fundraiser/event must meet the requirements of State laws and regulations. Please refer to local government websites for more information. It is the responsibility of the Fundraiser to ensure these regulations have been met. THRF Group will not take responsibility for any fines or penalties incurred by the Fundraiser. Please note:

It is the responsibility of the Fundraiser to arrange their insurance cover (public liability/workers compensation insurance etc) and to note THRF Group onto the policy.

Licenses and permission should be obtained from the relevant authorities. (eg. local council approvals)

Finance & Receipting

The financial aspects, fundraising, record keeping and management of the fundraiser/event are entirely the responsibility of the Fundraiser and the Fundraiser must comply with the obligations imposed on it by the Collections for Charitable Purposes Act.

Individual receipts for tax deductions for attendee/supporters of the fundraising activity will only be issued by THRF Group if a general donation of \$2.00 or more is made to a THRF Group charity by that attendee/supporter. The Fundraiser must keep a register of all attendees/supporters who request a receipt. This register must be in a written format with details such as date, name, address, email and donated amount.

When the attendee/supporter has given money in return for goods or services, a tax-deductible receipt will not be issued. Receipts for tax purposes can only be issued to people giving donations of money. The following are not tax deductible:

- ticket purchases (for a raffle, art union or entry to an event, for example)
- purchases of goods (eg. chocolates, pens) or services
- purchases made at an auction

THRF Group must be made aware of major expenses (any costs exceeding \$5000) prior to the fundraiser/event. The fundraiser/event must have the potential for financial success so the Fundraiser is not liable for unpaid expenses. THRF Group will not be responsible for expenses incurred by you.

Identification Badges

THRF Group encourages all people who are involved in fundraising on behalf of THRF Group, which includes selling raffle tickets, market stalls, approaching retail outlets for sponsorship, to wear an identification badge.

Once the number of persons participating in your fundraising activity is determined, THRF Group will issue the ID badges to the Fundraiser, who will then be responsible for placing the people's name and signature on them.

Items such as collection containers, raffle tickets, receipt books, merchandise and brochures must be returned to THRF Group whether used or unused, and in a useable condition, once your event is completed. Please return these to THRF Group within two weeks of your event, as the resources most likely need to be used by other groups involved in other fundraising events.

Raffles

When the total retail value of raffle prizes is more than \$5,000, as per government regulations it is the Fundraiser's responsibility for printing raffle tickets. The produced raffle tickets should show:

- The price of the ticket
- The name of THRF Group charity
- Details of the prizes and their value
- The place, time and date of the draw
- Details of how the prize winners will be notified
- Details of the way in which results of the draw will be publicised

- Fundraiser or other contact person's name to receive telephone calls regarding results and prizes

Disclaimer

THRF Group reserves its right to withdraw its approval for the fundraiser/event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions. This process is called Disendorsement