



## COMMUNITY FUNDRAISING GUIDELINES

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Thank you for your interest in fundraising for Concord Repatriation General Hospital. Concord Hospital is a primary healthcare facility within Sydney Local Health District. It is through such support from our community that we are able to provide the extra services and equipment that ensure our 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 carefully read these guidelines, we ask you to complete the Fundraising Form and return to us.

Concord Repatriation General Hospital, due to limited resources, is unfortunately unable to assist in the co-ordination of your fundraising activity, for example ticket sales, solicitation of prizes. However, where possible, Concord Hospital will support and advise you on your fundraising activity. Please note that there are some activities that we are unable to endorse.

Should you have any questions in regards to these guidelines, please do not hesitate to contact the hospital's Marketing and Community Relations Department on 02 9767 6038 for further details.

### Authority to Fundraise

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

*Community Fundraisers* must register with us, whatever the size of the fundraising activity or 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](http://www.olgr.nsw.gov.au/pdfs/Authority_conditions_fundraising.pdf)
- Complete the Fundraising Form and return to us. This form can be found on our website [www.slhd.nsw.gov.au/concord/](http://www.slhd.nsw.gov.au/concord/) or by emailing [SLHD-ConcordInfo@health.nsw.gov.au](mailto:SLHD-ConcordInfo@health.nsw.gov.au)
- Once approved, we will send you your approved fundraising form for your files, authorising you to fundraise on behalf of Concord Hospital.

## Use of Concord Repatriation General Hospital name and logo

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- As you fundraise on our behalf, you must explain that funds are being raised for 'Concord Repatriation General Hospital' or 'Concord Hospital'.
- Your fundraising activity cannot be named 'Concord Repatriation General Hospital Movie Night' or 'Concord Hospital Raffle'. You can, however, state that the fundraising activity is in support of Concord Hospital. For example, "*Proudly supporting Concord Repatriation General Hospital*" or "*All proceeds raised will go towards Concord Hospital*".
- Any use of the Concord Repatriation General Hospital name and logo must be approved by us in writing.
- Any printed materials which bear the Concord Repatriation General Hospital name and/or logo (eg brochures, invitations, flyers, website, and social media) including text and images must first be approved by the hospital's Marketing and Community Relations Department prior to publication.
- The hospital's Marketing and Community Relations Department 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 hospital's Marketing and Community Relations Department if you intend to approach any media regarding your fundraising activity. All media releases/advertisements must be approved by the Sydney Local Health District's Media and Communications Unit.

## Banking, Records and Receipting

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- 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 hospital's Marketing and Community Relations Department with an accurate record of income and expenses. Please refer to example of income and expenditure template attached to Authority to Fundraise form.  
All income and expenditure documentation is to be provided within 30 days of the event conclusion.
- 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 Concord Repatriation General Hospital. This account should be closed after your fundraiser/event.
- Concord Repatriation General Hospital 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 Concord Repatriation General Hospital 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*.
  - Concord Hospital 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 hospital's Marketing and Community Relations Department for anyone who requires a tax deductible receipt. Receipts will be issued once the hospital has received the donated funds.
  - The following items are not tax deductible: Ticket purchases, purchases of raffle tickets or auction items, sponsorship, donations of goods or services, purchases of goods.
  - Concord Repatriation General Hospital recommends that the *Community Fundraiser*, where possible, encourages those who wish to make a tax deductible donation to do so directly via the hospital's Marketing and Community Relations Department on 02 9767 6038.
  - Once your activity is over and you have paid all your expenses, you will need to forward your fundraising proceeds to Concord Repatriation General Hospital. 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 Concord Repatriation General Hospital within 30 days of the conclusion of the fundraising activity.

## **Legalities and Insurance**

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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 Local Health District policies including travel, public liability or group personal accident. Concord Repatriation General Hospital 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**

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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 occurs. E.g. inclement weather may ruin an outdoor fundraising activity.

## Privacy

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Concord Repatriation General Hospital is required to abide by the relevant Privacy Legislation Guidelines.

## Useful contacts

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Thank you for choosing to fundraise for Concord Repatriation General Hospital. We hope you find it to be an enjoyable and rewarding experience. Please feel free to contact us at any time.

Marketing and Community Relations Department (Building 8A)  
Concord Repatriation General Hospital  
Hospital Road, Concord NSW 2139

Phone: 02 9767 8488 / 9767 6038

Fax: 02 9767 6180

E-mail: [SLHD-ConcordInfo@health.nsw.gov.au](mailto:SLHD-ConcordInfo@health.nsw.gov.au)

Website: [www.slhd.nsw.gov.au/concord/](http://www.slhd.nsw.gov.au/concord/)

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

Australian Taxation Office	<a href="http://www.ato.gov.au">www.ato.gov.au</a>	Ph: 13 24 78
Office of Liquor, Gaming & Racing	<a href="http://www.olgr.nsw.gov.au">www.olgr.nsw.gov.au</a>	Ph: 02 9842 8188
Fundraising Institute of Australia (FIA)	<a href="http://www.fia.org.au">www.fia.org.au</a>	Ph: 02 9411 6644