



Guidelines for Community Fundraisers



Thank you for choosing RBWH Foundation as the beneficiary of your fundraising event. Your support will help fund life saving work at Royal Brisbane and Women's Hospital.

We have put together these simple guidelines to help you get the most out of your fundraising event or program. Fundraising is a great way for you as an individual, your community group, service club, sports club, workplace or school to help others through raising money for vital medical research, hospital equipment or a health issue of interest to you.

Organising and running a community fundraising event does involve time and no small amount of dedication! But it is also a lot of fun and extremely rewarding knowing that your efforts and those of your family, friends, work colleagues and your community at large have helped make a difference to the lives of many.

Before you get started, please take a minute to read these guidelines. They explain how to plan and organise your event. They also outline your responsibilities as a fundraiser.

RBWH Foundation is here to help you with your fundraising, and should you have any queries at any time, don't hesitate to call us on (07) 3646 7588.

Your responsibilities as a fundraiser

We want to make organising and running a community fundraising event as enjoyable and rewarding as possible. To ensure this you need to know what your responsibilities are going to be to make a success of your event.

- First and foremost, we need to know about your event, so please take a minute to submit an online enquiry, or give us a call on (07) 3646 7588. This is important for legal and safety reasons.
- Once we know and have approved your fundraising activity we will issue you with a Fundraising Agreement and an Authority to Raise Funds. Once you have the Authority you can then start to approach possible sponsors/supporters for your event.
- As the fundraiser it is your responsibility to ensure that your event is run safely. This includes organising any appropriate public liability insurance.
- You must also operate your event within any state fundraising legislation or local regulations and you are responsible for any permits, licenses or authorities that may be required for your event.
- You should have an appropriate budget for your event and full records of income and expenses must be made. These must be sent to RBWH Foundation within 28 days of the completion of the event.
- Appropriate costs of running your event can be deducted as necessary, provided they are considered fair and reasonable.
- RBWH Foundation is not permitted to hold door-to-door or telephone approaches for donations from the general public and as a result we cannot allow you to do either of these in relation to your event.

You are responsible for the overall management of your event which includes arranging budgets, finances, prizes, as well as the venue, publicity, permits and insurances.

Finally...please remember that this is your fundraising event and not a RBWH Foundation event - please keep this in mind when you are writing correspondence or publicising the event. This is covered in more detail in a later section.

How RBWH Foundation can help you

Once you have notified us of your intention to fundraise, we will get in contact with you to discuss how to make your event a fun and rewarding experience for you as well as for those who participate. We will, of course, keep in touch with you by regular email or phone contact to see how you are progressing.

One aspect we would appreciate you keeping in mind is that RBWH Foundation, being a charity, is only a small team and relies on you as the fundraiser to plan and run the event. We will assist in any way we can, but please appreciate that our resources are limited.

Ways in which we may be able to assist you include:

- Provide brochures, posters and donation boxes
- Provide limited number of RBWH Foundation t-shirts
- Promote your event on our website, www.rbwhfoundation.com.au
- Provide information/images on the relevant research/project that will benefit from the fundraising
- Provide a suitable guest speaker from the hospital or RBWH Foundation
- Provide you with a Letter of Authority to fundraise
- Provide tax receipts for donations
- Provide RBWH Foundation raffle ticket books
- Provide advice and guidance on fundraising as required

While we're here to assist you as much as possible to make your fundraising event a success, it is also important to understand that our limited resources don't allow us to:

- Reimburse you for any expenses you incur
- Provide lists of our existing supporters (because of privacy legislation)
- Acquire and submit applications for permits, licences or insurances required

Using RBWH Foundation name and logo

Our name and logo are obviously very important to us so we need to control how and where they are used to ensure integrity.

If you are planning to use our name and logo on any communications or materials produced for your fundraising event, approval must first be given by us. We can provide you with approved electronic or printed versions, as well as advice on how best to use them.

We can also provide you with a small range of RBWH Foundation posters and brochures for use at your event.

It's also important to note how you can and cannot use our name in promoting your event. For legal reasons our name cannot be used as part of your event's name...for example: "RBWH Foundation Fun Run".

You can say, for example: "Fun Run proudly supporting RBWH Foundation" or "Fun Run with proceeds going to RBWH Foundation".

If you are raising money for a specific purposes (such as specific medical research), please let us know as we can help you with the best phrasing.

We always greatly appreciate the dedication and commitment of individuals and organisations that raise money to help those in need.

Thank you...and we look forward to talking with you soon about your exciting fundraising event!



(07) 3646 7588

info@rbwhfoundation.com.au

P.O. Box 94, RBWH, QLD, 4029