

Fundraising Agreement & Guidelines



Princess Margaret Hospital Foundation



PRINCESS MARGARET HOSPITAL
foundation



Princess Margaret Hospital Foundation

Fundraising Guidelines

Princess Margaret Hospital Foundation (PMHF) abides by the Charitable Collections Act 1946. In granting an Endorsement Letter, PMHF requests that you adhere to the following fundraising guidelines.

Getting started

1. All fundraising activity must be endorsed by PMHF. Once we have received your signed Fundraising Agreement, Fundraising Application Form and Budget Outline, and we are satisfied that the fundraising activity fits with the philosophy and policies of PMHF we will forward your endorsement letter.
2. PMHF will not endorse fundraising which involves any activity that does not fit with the Hospital's values.
3. 'Fundraiser' means the individual or organisation holding the fundraising event on behalf of PMHF. Fundraisers do not represent PMHF but are acting on their behalf to raise funds that will be forwarded to PMHF. Fundraisers must make this clear in all dealings with the public, sponsors and supporters.

Once endorsed

4. You, as the fundraising/event coordinator, take responsibility for all organisational aspects of the fundraising activity/event. This may include soliciting prizes, organising publicity, and providing goods or services. PMHF is here to provide advice and guidance when needed.
5. Any documents/promotional material used by the coordinator in relation to the fundraising activity must be approved by PMHF. If the fundraising/event coordinator wishes to incorporate PMHF's logo on any materials or products, the coordinator must obtain prior permission from the PMHF PR/Communications Manager before printing. PMHF logo can only be used as the organisation benefiting from the fundraising activity.
6. In order to maintain the confidentiality of patients and ex-patients, generally children must not be involved in externally organised fundraising events or publicity. The Hospital will be the sole judge of this situation.
7. Third party fundraisers are not covered by PMHF's insurance and therefore you need to seek your own Public Liability Insurance.

Raffles

8. If you intend to hold a raffle where the sale of tickets and declaration of the result takes place on the same day and at the same premises and the aggregate value of prizes offered does not exceed \$1000 (Small Private Lottery), PMHF can provide their standard raffle tickets and no permit is necessary.
9. If you intend to sell raffle tickets to the public for more than one day (Standard Lottery) you need to obtain a permit from the Department of Racing Gaming and Liquor. In this case, it is your responsibility to submit an application with the Department and print raffle tickets. 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

10. Your receipt will be issued once the following items have been returned to PMHF;
 - Monies raised
 - Statement of Income and Expenditure
 - Receipt books
 - Unused raffle tickets
11. Receipts for tax purposes can only be issued to people giving donations of money.

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

The following are tax deductible:

- Donations above \$2.00
- Some memorabilia purchases made at an auction (see 11. below)

12. As of 1 July 2004, individuals are able to receive a tax deduction for the net amount of a donation made to a deductible gift recipient, which has an associated minor benefit. The deduction will be available for cash donations above \$250, where the value of the benefit received by the donor is no more than 10% of the donation or \$100, whichever is less. If you believe this may be applicable to your event please contact your tax advisor to confirm the exact ruling.

Financial Records

13. PMHF must comply with the obligations and regulations imposed on it by the Charitable Collections Act 1946. Therefore, all money collected must be accurately recorded by the fundraising/event coordinator on a Statement of Income and Expenditure, which will be provided with your letter of endorsement. This must be presented to PMHF together with the net funds raised within fourteen (14) days of the event.
14. If your event included a raffle, please be aware that the financial records including the ticket butts, details of ticket sellers and prize winners, banking records and unclaimed prizes must be submitted to the PMHF Fundraising Manager at the end of the event. You must also submit a copy of the return sent to Department of Racing Gaming and Liquor.

Disclaimer

15. PMHF reserves the 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.
16. Further to this, endorsement letters will not be issued where the viability of the fundraising activity is in doubt.

Helpful Contacts

Department of Racing Gaming and Liquor

Web: www.orgl.wa.gov.au

Phone: (08) 9425 1888

Fundraising Institute of Australia (FIA)

Web: www.fia.org.au

Phone: (02) 9411 6644



Princess Margaret Hospital Foundation

Fundraising Agreement

1. I have read and I agree to abide by the fundraising rules and guidelines of PMHF and indemnify PMHF from and against any claims for injuries or damage arising at or from the fundraising event that is the subject of this application.
2. I agree to conduct my fundraiser/event, _____
(name of fundraiser/event) in accordance with those terms and conditions and in a manner which upholds PMHF's integrity, professionalism and ethos.

Name of Fundraising/Event Coordinator:

Signed: _____
(or signature of parent/guardian if under 18 years)

Date: _____

Please complete and return this Fundraising Agreement together with the following Application Form to:

Lesley Hooper
Fundraising Manager
PMH Foundation
Level 1, 68 Hay Street
Subiaco, WA 6008

Phone: (08) 9489 1100
Fax: (08) 9489 1199
Email: lesley.hooper@pmhfoundation.com
Web: www.pmhfoundation.com

PMHF Fundraising Event/Activity Approval

Signed: _____

Date: _____

Lesley Hooper - Director of Corporate Development and Fundraising



Princess Margaret Hospital Foundation

Fundraising Application Form

Name of Fundraising Campaign/Event:

Date and Time of Campaign/Event:

Fundraiser/Event Venue Address:

Details of Fundraiser/Event (Plan, estimated number of people, timeline, previous history if campaign/event has been run before):

Name of Fundraising/Event Coordinator:

Postal Address:

Postcode:

Phone:

Fax:

Email:

Name of Organisation:

Members names of the committee (if applicable contact phone) :

Name:

Phone:

Name of sponsors and/or products promoted or used (the name and products promoted or used must be submitted to PMHF to allow us to ensure that there is no conflict with our health policies and current sponsorship arrangements Include details of sponsors you have approached or intend to approach as well as those you have secured:

Fundraising Application Form



Do you require tax deductible receipts? *(These are only available if you are taking donations, not applicable if a person is receiving something for their money eg. raffle, event or merchandise)*

No Yes

Will any other organisation benefit from the fundraising?

No Yes

Name of organisation: _____

Will you need PMHF to provide any of the following: *(Please tick all that apply)*

Collection Tins Amount: (Maximum 6 tins) _____

Merchandise

Raffle Tickets - 50 tickets per book Amount: (Maximum 10 books) _____

Other *(Please explain in detail if you require any further collateral/assistance from PMHF. Please bear in mind that as a charity our resources and time are limited)*

Have you raised funds for PMHF before? Please tick appropriate box

No Yes When? _____

How?

Will you be advertising/publicising your event?

(PMHF must approve any advertising including media releases and advertisements that include PMHF name and/or logo)

No Yes

Please describe:



Princess Margaret Hospital Foundation

Fundraising Budget Outline

- The event cannot be used for your own direct commercial gain or profit.
- The event must have the potential for financial success so that neither the organisers nor PMHF are liable for unpaid expenses.
- Accounting for funds received and expended must be a standard acceptable to PMHF.
- Expenses should not be more than 40% of the gross income.
- PMHF must be made aware of any major expenses prior to the event.

Anticipated Income	Proposed Expenditure
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
Total \$ _____	Total \$ _____

Total estimated donation to PMHF	Total \$ _____
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