

**ACHIEVING
BETTER HEALTH
TOGETHER**



**Mid North Coast
Local Health District**



Hospital Fundraising Kit

To support and help you with your fundraising events



Mid North Coast Health



Mid North Coast Health



[mnclhd.health.nsw.gov.au](http://www.mnclhd.health.nsw.gov.au)

[mnclhd.health.nsw.gov.au](http://www.mnclhd.health.nsw.gov.au)

Corporate Relations Office: Phone 0417 982 167

Get Involved

Each year, community fundraisers host incredible events to raise funds in support of our hospitals and community health centres.

Organising your own fundraising activity is a great way to get involved and help raise funds that will go towards improving existing facilities, provide additional equipment, support research programs and provide education to patients and staff.

You can turn anything you enjoy doing into a fundraising event. It can be as simple as asking family and friends for a donation, hosting a trivia night, or as challenging as running a marathon.

You can choose to support and fundraise for one of our hospitals or an area of a hospital that is close to your heart.

Whatever the reason you have to fundraise for us, you can rest assured that every single dollar you raise will go where you want it to go and it will make a difference to the lives of our patients and staff.

This Fundraising Kit will provide you with information you need to organise a successful fundraising activity.

The Mid North Coast was home to one of the first public hospitals in NSW (mid 1840s), and we have proudly delivered healthcare to our region ever since.

We continue to grow with the community we serve.

If you have any questions or need advice, please contact the Mid North Coast Local Health District's Corporate Relations Coordinator on 0417 982 167 or email Sharon.Fuller1@health.nsw.gov.au



Let's Get Started

Not sure what type of fundraising event you should hold? Here are some great ideas, but don't let us limit your imagination!

- Trivia Night
- Bingo
- Bike Ride
- Car Show
- Gala Dinner
- Sausage Sizzle
- Mufti Days
- Morning Tea / Cake Stalls
- Raffle
- Auctions
- Bowls Day
- Golf Day
- Fete
- Walk-a-thon
- Garage Sale
- Loose Change Jar
- Ask family and friends to donate money instead of Christmas, birthday or anniversary gifts



Once you know what fundraising event you will be holding, whether it's a sausage sizzle, morning tea or golf day, we ask that you complete a Fundraising Activity Application Form prior to your event and forward to us for approval. The form is on Page 6 of this document.

Completed forms can be sent via email to

Sharon.Fuller1@health.nsw.gov.au or post to the attention of the Corporate Relations Coordinator PO Box 126 Port Macquarie NSW 2444.

Once we receive your application, a Fundraise ID number will be allocated to you as well as a letter of authority to fundraise on behalf of your chosen hospital.

Keep in Mind

The event should be conducted in your name or you may choose to use titles such as Golf Day proudly supporting your Hospital or Raffle with proceeds to your chosen Hospital. Please do not use titles such as Coffs Harbour Hospital Golf Day.

All costs associated with the fundraising activity are the responsibility of the Fundraiser.

Any expenses you incur need to be fair and reasonable and should not exceed 30% of the total funds raised.

Fundraisers must not solicit donations through door-to-door appeals, street collections or telephone solicitation of any kind to the public.

The fundraiser cannot be used for personal or commercial gains and all money collected may only be distributed to the purpose outlined in the application.

Tax-deductible receipts can only be issued to people donating \$2 or more. Refer to the Australian Tax Office



website for more information, www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Gifts-and-donations/



Set a Target

We often hear from our supporters that they find it helpful if they set themselves a target. It not only helps keep you focused, it also helps you reach your goal.



Venue, Date and Time

Consider if the event will be inside, outside, big or small, if it rains is there a plan B? Will it be a day-time or night event, how many people will you invite?



Create a Fundraising Page

You can create your fundraising page online through GoFundraise

<https://www.gofundraise.com.au/pages/create?cid=2725>

With one click you can easily create a fundraising page for a:

- Personal Challenge
- Celebration
- In Memory
- Special Occasion
- Making a Difference
- Event Specific Fundraising Page

Pick your event then register, or if you have previously fundraised using GoFundraise, just log in.



Online Donations

Your supporters can easily make a donation directly to us by electronic funds transfer using the NSW Health Donation Portal [NSW Health Payment Platform](#). Simply choose from the drop-down field the hospital you want to support.

Or they can use your GoFundraise link.

Again, ask your donors to use your event fundraising ID number in the “Message” box so we can identify the funds are part of your event.

If you prefer to talk to somebody before making an online donation, please call the Corporate Relations Coordinator on 0417 982 167.



Tap to Donate

User-friendly technology will attract donors and remove the barrier of ‘no spare change’. This makes it easy for donors to give, using a card, at events or the office foyer. The wireless connectivity means that wherever there is network coverage and power you can accept donations.



Request for Receipts

If your donor makes a cash or cheque donation and requires a receipt, complete the “Request for Receipt Form” and return to us at the completion of your event. We will organise and send receipts direct to each donor.

Please ensure the cheques are made payable to the hospital you have chosen to support.



Promotion

If you would like to involve the local papers, please contact us and we will put you in touch with our Media Unit, who are highly experienced and skilled to work with you and discuss the best media coverage for your event.

Remember when promoting your event you should clearly state the intention for the money raised 'All proceeds go to Macksville District Hospital' or 'percentage of funds raised will go to Dorrigo Multi Purpose Service', or whatever your chosen hospital.



Social Media

Consider using social media such as Facebook, Instagram or Twitter.

Ask your supporters to share your page with their friends. The more the page is shared, the greater the awareness.

Tag everyone involved in your fundraising. Your posts will appear on more pages and they'll be seen by more people.

If you're holding an event, you can even create your own 'Facebook Event' page and invite your friends to attend. Remember to keep regularly refreshing the page with updates of your activity.

Consider including photos — they bring a story to life.



Account Keeping

At the completion of your event, you will need to complete the Income and Expenditure Record Statement and return to us within 14 days.

Financial management and accurate record keeping is your responsibility as the fundraiser. You must keep accurate and detailed records of income and expenses. These must be of such quality that they are able to be audited if necessary. Guidance in the conduct and management of fundraising is available in the NSW Office of Liquor, Gaming & Racing (OLGR) publication Best Practice Guidelines for Charitable Organisations, available on the OLGR website at www.olgr.nsw.gov.au



Risk Assessment

As the fundraiser, it is important you provide a safe environment free from hazards that may cause injury or illness to others. We recommend you undertake a risk assessment to assess any risks at your event and minimise where possible.



Permits and Licences

While your fundraising activity is supported by Mid North Coast Local Health District, it is being run by you as the fundraiser. This means you are ultimately responsible for ensuring compliance with all legal requirements, management and running of your event.

We are unable to provide public liability or accident insurance cover to community fundraisers.

Your event may require special permits (e.g. Local Council approval) for your fundraising activity. It is illegal to carry out public street collections without a permit from your local council. Please note that we do not authorise house-to-house collections.



Ask for Support

Ask family and friends to help, even a small event needs some planning and organising. Don't forget we're here to make it as easy as possible for you, so call if you need advice.



Fundraising Activity Application Form

External

Prior to fundraising for Mid North Coast Local Health District hospitals, an application to fundraise request must be completed and submitted for approval

Applicant or person responsible _____

Name of organisation, (if applicable) _____

Address _____ Post code _____

Contact Number: _____ Mobile _____

Email _____

Type of Fundraising Activity: _____

Please state the type of fundraising activity, for example raffle, fete, dinner, donation box, etc

Name of event (if applicable) _____

Start date _____ Finish date _____ Time (if relevant) _____

Venue _____

Proposed Income \$ _____

Anticipated Expenses \$ _____

Anticipated Donation \$ _____

Where would you like your funds to be directed or (where needed the most) _____

Applicant (please tick)

I have read the conditions of fundraising for Mid North Coast hospitals and agree to conduct all fundraising activities in conjunction with the Charitable Fundraising Act 1991

I agree to undertake all fundraising activities on my behalf and at my own risk. Mid North Coast Local Health District will not be liable for any injury, damage or loss sustained as a result of any fundraising activities.

Mid North Coast Local Health District reserves the right to withdraw 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 conditions.

Name _____

(Name of the person coordinating the event)

Signature _____ Date _____

Please complete and return this form to the Corporate Relations Coordinator at Sharon.Fuller1@health.nsw.gov.au or Post to Corporate Relations Coordinator, PO Box 126 Port Macquarie NSW 2444

(MNCLHD Office Use Only)

Fundraising ID Number # _____

Authorised by Corporate Relations Coordinator: _____ Date: ____/____/____

Conditions of Fundraising

1. Fundraisers should act in a professional manner when conducting the fundraising activity.
2. The Fundraiser is responsible for obtaining any relevant permits, licences and adequate public liability. I understand that Mid North Coast Local Health District, its hospitals and staff are not responsible for payment of any costs associated with the fundraiser.
3. The Fundraiser is responsible for adhering to relevant legislation and practices, if your activity involves selling food for human consumption. Food safety is critical from preparation and handling to storage and sale. Visit <https://www.foodauthority.nsw.gov.au/consumer/keeping-food-safe/charities-groups-and-volunteers> for details.
4. Fundraisers must make it clear in all their dealings with the public, sponsors and supporters that they are acting on their own behalf to raise funds which will be forwarded to the nominated hospital.
5. Fundraising activities should specify, in general terms, the purpose for which money is being raised. For example the statement “money raised will be used to purchase and maintain equipment” would allow additional funds, over and above those required to purchase the specific item, to be used to purchase other equipment or used for the ongoing maintenance of existing equipment.
6. All promotional material should clearly state the authorisation number and intention for the money raised, e.g. “All proceeds go to Wauchope District Memorial Hospital” or “percentage of proceeds raised will go to Port Macquarie Base Hospital”.
7. If a fundraising campaign is being conducted for the purchase of a specific item, fundraising signage/tickets sold etc should include the statement “any excess money raised will be spent on other equipment”. The Fundraising Act requires that the proceeds from the activity are applied to the purposes or objects of the appeal, and that any expenses deducted are lawful and proper.
8. Fundraisers will take responsibility for the appropriate coordination and management of the activity, associated finances, required insurances and procurement of prizes and all related invoices are paid for by the fundraiser. Mid North Coast Local Health District (MNCLHD) will not be held liable for any losses or expenses incurred by the fundraiser.
9. The Fundraiser is required to arrange own public liability insurance specific to the activity and is responsible for minimising any risk associated, including the safety of the event and indemnifies MNCLHD hospitals against any liability in relation to the conduct of the activity.
10. The Fundraiser will advise Mid North Coast Local Health District of changes made from the details provided on the application to fundraise form, including the cancellation of the activity.
11. If under 18 years of age, you must obtain written permission from a parent or guardian authorising you to raise funds.
12. All funds raised should be forwarded to Mid North Coast Local Health District as soon as possible and within 14 days of completion of an event or for ongoing activities every two weeks for the duration of the event.
13. The fundraiser must maintain and provide an accurate and complete statement of income and expenditure along with copies of receipts for all expenditure. These must be retained for at least 12 months after the activity and any unused raffle ticket books are to be returned to Mid North Coast Local Health District within 14 days of the conclusion of the activity.

Receipts

For each donor requiring a receipt, the fundraiser must collect their donation amount and their details on the Request for Receipt Form. This must be supplied to MNCLHD at the end of the activity and MNCLHD will organise and send receipts direct to each donor. Tax-deductible receipts can only be issued to people donating money of \$2 or more. Refer to the Australian Tax Office website for more information, www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Gifts-and-donations/

Media

MNCLHD is responsible for all media relating to fundraising activities that pertain to hospitals/facilities within MNCLHD and, therefore, approval must be obtained prior to any contact being made with media outlets. Please allow 10 days for approval.

Guidance in the conduct and management of fundraising

Is available in the NSW Office of Liquor, Gaming & Racing (OLGR) publication Best Practice Guidelines for Charitable Organisations, available on the OLGR website at www.olgr.nsw.gov.au



Fundraising Request for Receipts

Donations of \$2 or more may be claimed as a tax deduction. A gift of money less than \$2 is not tax deductible.

Fundraiser's name: _____

Fundraiser ID number: # _____

Please complete if you require a tax deductible receipt for your donation

Details of donors who require receipts

Title: _____ First name: _____ Surname: _____

Email: _____

Address: _____

Donation Amount \$ Nominated hospital and department _____

Title: _____ First name: _____ Surname: _____

Email: _____

Address: _____

Donation Amount \$ Nominated hospital and department _____

Title: _____ First name: _____ Surname: _____

Email: _____

Address: _____

Donation Amount \$ Nominated hospital and department _____

Title: _____ First name: _____ Surname: _____

Email: _____

Address: _____

Donation Amount \$ Nominated hospital and department _____

Title: _____ First name: _____ Surname: _____

Email: _____

Address: _____

Donation Amount \$ Nominated hospital and department _____



Income and Expenditure Record Statement

Form F (as per the Charitable Fundraising Act 1991)

This income and expenditure sheet is provided to assist you with managing and keeping a record of all the income and expenses from your fundraiser. This needs to be completed at the end of the fundraising activity and returned to MNCLHD Corporate Relations Coordinator.

Fundraising ID No # Date: / /

Individual or group name: _____

Fundraising activity: _____

Income	
Ticket / entry sales	\$
Raffle	\$
Donations	\$
Sponsorship	\$
Auction	\$
Food / beverages	\$
Other please specify	\$
	\$
	\$
	\$
	\$
Total Income	\$

Expenses	
Printing /stationary	\$
Venue hire	\$
Advertising	\$
Food / Beverages	\$
Decorations / flowers	\$
Cost of prizes	\$
Other please specify	\$
	\$
	\$
	\$
Total Expenses	\$
Total donation = Income (minus) - Expenses	\$

Prepared by:	Signature:
--------------	------------

EVENT RISK ASSESSMENT

Event:	Family Fun Walk	Location	Westport Park
Event area/activity:	Sponsored Family fun walk in Westport Park in support of Port Macquarie Base Hospital. Approximately 200 participants are signed up. All are encouraged to bring friends and family as supporters; maximum attendance expected to be 450 persons. The event will include a group warm-up, led by a physio; the walk is expected to last approx. 1 hour. Followed by a market stalls.		
Persons involved in assessment:	Corporate Relations Coordinator Sharon Fuller		Date of assessment

Concern	What is the risk?	Who's at risk?	Level of risk before controls	Controls	Person responsible	Level of risk after controls
Gazebo stability	High winds cause the gazebo to move unpredictably and become dislodged, injuring those in the vicinity.	Participants, attendees, staff, volunteers (inc. the stallholder). Limited to those near the gazebo.	Medium	Erect gazebo in line with manufacturer's instructions. Monitor wind and disassemble gazebo if winds exceed manufacturer guidelines (15mph).	Gazebo erection: stall holder. Monitoring: safety officer	Low
Trip hazard	The walk is over parkland. Exposed tree roots and uneven surfaces may cause participants to trip, causing injury.	Participants.	Medium	Route to be pre-planned and checked in advance and on the morning of the event. Mark or avoid dangerous areas. Physio warm-up to include ankle exercises and warning.	Route planning: event organiser Route setting and checking: event organiser Ankle exercises and warning: physio	Low

SAMPLE DOCUMENT ONLY

Disclaimer: This document is intended purely as a sample and does not provide you with information on risk management. You should always seek professional advice specific to your requirements.

EVENT RISK ASSESSMENT

Event:			Location	
Event area/activity:				
Persons involved in assessment:			Date of assessment	

Concern	What is the risk?	Who's at risk?	Level of risk before controls	Controls	Person responsible	Level of risk after controls

THANK YOU

Don't forget to thank your generous donors
and keep them updated by sharing photos.
A picture tells a thousand words...



This document adapted from Nepean Hospital document

Corporate Relations Office: Phone 0417 982 167

ACHIEVING
BETTER HEALTH
TOGETHER



**Mid North Coast
Local Health District**