



Fundraising for St George Hospital and Community Health Service

It is through the support of the individuals, community groups and corporations who raise funds for St George Hospital and Community Health Service that we are able to provide a great facility and service to patients and their families.

Completing the enclosed application form will enable us to assess your proposed event or fundraising activity against our fundraising objectives. It will also inform us of what assistance you may need from us. Finally, it ensures that all fundraising activities meet the legal requirements established for collecting for a charity and we are supporting you in the best possible way.

- ✓ Please read the guidelines carefully
- ✓ Please complete the application form, and then fax and/or post back including any information which you feel may support your application and help us to assess your proposal

Post to: Fundraising Coordinator
St George Hospital and Community Health Service
PO Box 729, Kogarah NSW 1485

Fax: (02) 9113 3960

- ✓ We will assess your application, and may contact you to discuss your proposal if we require further information.
- ✓ You will receive an endorsement letter when your application has been approved.
- ✓ The Fundraising Coordinator at St George Hospital will be your point of contact and help you through this process and your fundraising activity.
- ✓ Due to limited staff numbers and resources St George Hospital are unable to:
 - Write media releases or contact the media for you **however** we can provide ideas
 - Attend all functions **however** we will try our hardest to attend as many as possible

For further assistance or information please do not hesitate to contact the Fundraising Coordinator on (02) 9113 2901 or via email bronwyn.jones@sesiahs.health.nsw.gov.au

Thank you

Fundraising Guidelines for St George Hospital & Community Health Service

St George Hospital and Community Health Service (referred to as "the Hospital") abides by the *Charitable Fundraising Act 1991 and the Charitable Fundraising Regulation 2003*. Any person or organisation fundraising in NSW must, by law, have the 'authority to fundraise'. Sutherland Hospital can only give you this authority if you adhere to the following terms. We thank you for your cooperation and support of these guidelines.

Getting started:

- 1 The Hospital must endorse all fundraising activities. Once we have received your signed fundraising agreement and application form, and we are satisfied that the fundraising activity fits in with the philosophies and policies of the Hospital, you will receive an endorsement letter.

The Hospital will not endorse fundraising, which involves any activity that does not fit with its values, policies and ethics.

Once endorsed:

- 2 The Event Coordinator is responsible for all organisational aspects of the event. This may include soliciting prizes, organising publicity and celebrities, or providing goods or services. The Hospital does not have the resources to provide celebrities for your activity; this is solely the responsibility of your organising committee. In the event you wish to use a public personality/celebrity/entertainer, you will need to notify the Hospital in the first instance to ensure there is no conflict of interest. The Hospital's Fundraising Coordinator is here to support you by providing advice and guidance when needed.
- 3 Any documents/promotional material used by the Event Coordinator that refers to St George Hospital, and that is in relation to the fundraising activity, must be approved by the Hospital. If the Event Coordinator wishes to incorporate the Hospital logo on any materials or products, the Event Coordinator must obtain prior permission from your contact at the Hospital.
- 4 For your fundraising purposes and accountability of monies raised, it will be necessary for you to open a separate bank account which incorporates St George Hospital in its name eg. "Mrs Smith's Fundraising, funds held in trust for St George Hospital". This account will need two signatories, and will be used to bank proceeds and pay any expenses of your event.
- 5 Third party fundraisers are not covered by Hospital insurance and therefore you must seek your own Public Liability Insurance and general insurances for your fundraising activity and prior to the event or activity.

Raffles:

- 6 When the **total retail value of raffle prizes is less than \$5,000** the Hospital can provide their standard raffle tickets.
- 7 When the **total retail value of raffle prizes is between \$5,000-25,000**, the Hospital's raffle tickets cannot be used. In this case it is the coordinator's responsibility for printing raffle tickets. The produced raffle tickets should show:
 - the price of the ticket
 - the official name of St George Hospital & Community Health Service
 - 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
 - coordinator or other contact person's name to receive telephone calls regarding results and prizes

The Hospital must sign off on the artwork of raffle tickets prior to printing to check all above requirements have been met.

- 8 Raffle prizes that exceed a total retail value of \$25,000 must be run as an Art Union. For further details contact the Office of Charities, Department of Gaming and Racing.
- 9 Raffle prizes prohibited include:
 - Money prizes over \$25,000
 - Tobacco products
 - Firearms or ammunition
 - Prohibited weapons
 - Cosmetic surgery or other procedure designed to improve personal appearance
 - Liquor prizes exceeding more than 20 litres.

Record keeping:

- 10 All fundraising done on behalf of The Hospital must comply with the requirements of the Charitable Fundraising Act 1991 and Regulations. All money collected must be accurately recorded by the Event Coordinator on a Statement of Income and Expenditure, which will be provided with your letter of endorsement. This must be presented to the Hospital together with the net funds from the event within a reasonable timeframe agreed.

Please be aware that the Department of Gaming and Racing and the Hospital can request and are entitled to audit your records, and so it is necessary to keep all files for the seven (7) year statutory period.

Fundraising Expenses/Receipts:

- 11 Ratio of expenses to receipts: it is both a Charitable Fundraising and Hospital guideline that for a fundraising activity, you must take all reasonable steps to ensure that the total expenses payable do not amount to more than 40% of the gross proceeds.

In all forms of fundraising, such as the sale of goods and services, the return must be fair and reasonable.

- 12 Your receipt will be issued once the following items have been returned to the Hospital.
- statement of income and expenditure
 - bank statements and invoices
 - unused raffle tickets

- 13 Receipts for tax purposes can only be issued to people giving donations of money.

The following are not tax deductible:

- raffle or art union ticket purchases
- purchases of goods (eg. chocolates, merchandise) or services
- purchases made at an auction

The following are tax deductible:

- Donation \$2.00 or more
- Donations with associated minor benefits (see examples below)

From 1 July 2004, individuals will, in certain circumstances, be 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.

Example 1: if you hold a fundraising dinner and charge \$1,000 but the market value of the dinner was \$100, participants will be entitled to a \$900 tax deduction. The dinner ticket price can be split into a \$900 tax-deductible donation and a \$100 price of dinner including GST.

Example 2: if you hold an auction for a new item and the final bidder bids \$2,500 for the item and the item market value is \$200, then this concession does not apply and the whole amount is subject to GST and is not considered a donation. This is due to the fact that the market value of the item purchased by the participant exceeded \$100.

- 14 Your event supporters may like to make a donation to the Hospital, and are subsequently entitled to a tax-deductible receipt. The Fundraising Coordinator can provide you with a form to record the details we require in order to process their donation. These details include their full name, company, and address; phone contact numbers and amount of donation.

Disclaimer:

- 15 The Hospital reserves the right to withdraw our 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.
- 16 Further to this, endorsement letters will not be issued where the viability of the fundraising activity is in doubt.

Helpful contacts:

Tax Office

Internet: www.taxreform.ato.gov.au

Phone: 13 24 78 (Tax reform info line) 8am-8pm weekdays

GST Hotline: 133 088

Department of Gaming & Racing

Internet: www.dgr.nsw.gov.au

Phone: (02) 9995 0300

Fundraising Institute of Australia (FIA)

Internet: www.fia.org.au

Phone: (02) 9411 6644

Thank you for helping to raise much-needed funds for St George Hospital and adhering to these important fundraising guidelines

For further information or assistance please contact:

Fundraising Coordinator

St George Hospital & Community Health Service

PO Box 729

Kogarah NSW 1485

Phone: (02) 9113 2901

Fax: (02) 9113 3960

Email: bronwyn.jones@sesiahs.health.nsw.gov.au

**St George Hospital & Community Health Service
Fundraising and Community Partnerships Unit**

PO Box 729, Kogarah NSW 1485
Tel: (02) 9113 2901 Fax: (02) 9113 3960