

—THE ROYAL CHILDREN'S HOSPITAL—
AUXILIARIES
—SINCE 1922—

Toolbox

Table of Contents



1	Introduction	
	RCH Auxiliaries	
	4	
	The Royal Children's Hospital Foundation	
	4	
2	First Steps	
	Value's Rights and Responsibilities of a Volunteer	5
	Volunteer Rights	5
	Volunteer Responsibilities	5
	Our Values	5
	Cultural Diversity Policy	5
	Related Legislation	6
3	Getting Started	
	First Steps	6
	Memorandum of Agreement	
6		
	Meetings	6
	Quorum	7
	Office Bearer Positions	7
	Auxiliary Position Descriptions	7
	President	7
	Secretary	7
	Treasurer	7
	Membership Register	
7		
	Record Keeping	7
	National Police Checks	8
	Working with Children Accreditation	
8		
4	In the Hospital	
	Identification Badges	8
	Emergency Procedures in the Hospital	8
	Fundraising Resource Centre	
9		
	Booking Meeting Rooms	9
	Parking at RCH	9
5	Fundraising, Opportunities and Events	
	Donations	9
	Receipts	9
	Tax Deductibility	10
	The RCH Auxiliaries Shop	10

	Stalls in Main Street and on the pods	
10	Internal Stalls	
10		
	Security on Stalls and Pods	10
	Stalls on pods	10
	Market Days at RCH	11
	Food Handling and Preparation	11
	Product Safety	11
	Raffle Guidelines	12
	Raffle Notification Form	12
	What is a Raffle?	12
	Raffle Types	12
	Regulations for Small Raffles	
12	Regulations for Medium Raffles	
12	Regulations for Large Raffles	
	13	
	Auctions	13
	Applications to Trusts and Foundations	13
	Good Friday Appeal	13
	Use of Good Friday Appeal Tins	13
	Events	13
6	Administration, Legal Matters	
	Legal Matters	14
	Insurance	14
	Liability	14
	Administration Matters	14
	Donations/Gifts	14
	Functions/Events	15
	Contributions to other Organisations	
15	Engaging Consultants/Staff	15
7	Financial Matters	
	Financial Administration	16
	Banking	15
	Auxiliary SPA Accounts	16
	Making Deposits into an SPA	
16	Paying Tax Invoices from an SPA	16
	Paying in Funds	16
	Reimbursement	17
8	Funding Process	17
9	Communications	
	Auxiliary/Hospital Stationary	18
	Communication	18

	Monthly Digest – Auxiliaries Newsletter	18
	Auxiliaries’ web page	18
	RCH Foundation E-Newsletter	18
	Website Development/Domain Names	18
	Auxiliaries Annual Report	18
	Promotional Brochures	19
	Promoting Auxiliaries	19
	Publicity	19
10	Joint Meetings	
	Auxiliaries Annual General Meeting	19
	Combined Auxiliary Meetings	19
	Auxiliary Christmas Function	20
11	Awards	
	Madge Tate Service Award	20
	History	20
	Criteria	20
	Living Treasure Award	20
	History	20
	Criteria	21
	Long Service Badges	21
12	Event Notification Form	
	Event Notification Form	22
	Raffle Notification Form	25

1 - Introduction

RCH Auxiliaries

The Royal Children's Hospital Auxiliaries (Auxiliaries) were formed in 1922. The original aim of Auxiliaries was to encourage the community to provide goods and to raise money for the hospital. Auxiliaries raise funds in various and interesting ways. Today Auxiliaries support the Royal Children's Hospital in many ways, raising funds for example for a dedicated unit within the hospital, or for the treatment of a particular illness, or for a project or equipment that has been prioritised by the RCH. With many Auxiliaries opting to raise funds for projects or equipment that are of the highest need for RCH at any given time.

Auxiliaries are friendly, fun and caring. Many great friendships have been formed by people working to help the hospital care for the children. We are parents and friends; we are retirees, working people and students; we are the community.

The Royal Children's Hospital Foundation

The RCH Foundation (RCH Foundation) was founded in 1989 to raise funds for and on behalf of The Royal Children's Hospital (RCH). The Foundation is the fundraising arm of the hospital. Its purpose is to raise funds to ensure the hospital can pursue excellence in patient care and treatment and in research and can demonstrate leadership in all aspects of practice and technological advancement. The Auxiliaries are a vital part of the RCH Foundation and the Auxiliaries Executive Committee (AEC) is convened as a sub-committee of the Foundation Board.

This document is designed to answer all your questions about starting an Auxiliary and to give you our guidelines for fundraising for the RCH. We hope you will use it as your Tool Kit to running an Auxiliary and that you will find everything you need in these pages.

We want your fundraising to be as much fun as possible, but there is a serious side. There are Federal and State regulations that must be followed; as well as policies and procedures that must be adhered to because of the special environment that we are in. The RCH holds an important place in the hearts and minds of all Victorians. It is also a public hospital which is under the watchful eye of the State Government. We must all protect its reputation, and we must all be careful in how we conduct our fundraising.

An Auxiliary must therefore conduct its business in a way that will build a lasting reputation of integrity and in a professional manner that reflects the high standards of the RCH Foundation and The RCH.

Enjoy your fundraising and have fun with your friends and colleagues. The Auxiliaries Office at the RCH Foundation is here to help, so if you do need further information, ideas or support, please contact the staff listed below.

Auxiliaries Manager
Phone 9345 6491 or 0478 462 220

Auxiliary Support Staff

Auxiliaries Liaison – Administration

Auxiliaries Liaison - Retail

Phone 9345 4508

Phone 9345 5856

Auxiliaries Liaison – Events
Phone 9345 5188

Auxiliaries Account Coordinator
Phone 9345 7639

2 – First Steps

Values, Rights and Responsibilities of a Volunteer

Becoming a volunteer fundraiser for the RCH means that you commit to the Values of the RCH Foundation; and that you have certain rights and responsibilities. *Source - www.volunteer.vic.gov.au/about-volunteering*

Volunteer rights

As a volunteer you have the right to:

- A healthy and safe environment
- An orientation or induction session
- Information about the organisation you are working for, including policies and procedures
- A volunteer position description or volunteer agreement which outlines the tasks that you will be expected to perform and the agreed working hours
- Be provided with sufficient training and supervision
- Be reimbursed for necessary out of pocket expenses
- Be protected by appropriate insurance
- Have your personal information dealt with in a confidential manner
- Take holidays
- Say 'no' if you are uncomfortable or feel you are being exploited
- Be informed and consulted on matters which affect you and your work.

Volunteer Responsibilities

- Be punctual and reliable
- Respect confidentiality
- Carry out the duties listed in your volunteer position description
- Be accountable
- Give notice if your availability changes or you are leaving the organisation
- Report any injuries or hazards that you notice in the workplace
- Adhere to the organisation's policies and procedures
- Deal with complaints in the appropriate manner
- Undertake training as requested
- Ask for support when needed

Support other team members. In addition the RCH Foundation has a set of values and as a member of Auxiliaries we ask that you adopt them in all of your fundraising interactions.

Our Values

- We show integrity in all our interactions, being moral, ethical, honest, transparent and trustworthy.

- We display humility, being modest, not self-important; confident in dealing with others.
- We show gratitude and appreciation for the efforts of our donors and our colleagues.
- We are compassionate, showing empathy in our dealings with each individual.
- We are inclusive and respectful. We show loyalty and understanding.

The result of these values translates into action. We are known for delivery on our commitments.

Cultural Diversity Policy

The Royal Children's Hospital (RCH) will foster an inclusive and welcoming environment free of discrimination, where all people are treated with dignity and respect, and where diversity is valued.

The RCH will adhere to legislation, regulations and the Department of Human Services directives to deliver services that are relevant and accessible to all members of the community whatever their gender or cultural, linguistic, religious or political background.

Related legislation

- [Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)
- [Children Youth and Families Act 2005 \(Vic\)](#)
- [Disability Discrimination Act 1992 \(Cth\)](#)
- [Equal Opportunity Act 1995 \(Vic\)](#)
- [Health Services \(Conciliation and Review\) Act 1987 \(Vic\)](#)
- [Health Services Act 1988 \(Vic\)](#)
- [Mental Health Act 1986 \(Vic\)](#)
- [Multicultural Victoria Act 2001 \(Vic\)](#)
- [Racial and Religious Tolerance Act 2001 \(Vic\)](#)
- [Racial Discrimination Act 1975 \(Cth\)](#)

3. Getting Started

First Steps

By joining or starting an Auxiliary of the RCH, you agree to conduct it in a way that will build a lasting reputation of integrity and good citizenship and in a professional manner that reflects the high standards of the RCH Foundation and the RCH.

The steps to starting a new Auxiliary are as follows:

1. Gather a group of like-minded friends together – we think 5 is a minimum.
2. A welcome meeting will be arranged with the Auxiliaries Manager and a member of the AEC
3. Complete our Starter Kit, which includes a Police Check Form and a Working with Children Check for all members. Everyone must have these checks completed and we cover the costs.
4. Choose the name of your new Auxiliary.
5. Decide where your Auxiliary funds go. You can direct your funds to the area of greatest need, or a specific area e.g. Cancer
6. Sign our Memorandum of Agreement for your new Auxiliary. This will mean that you are authorised to fundraise for the RCH and that you will be covered by RCH Foundation insurance.
7. Receive your photo ID, for wearing at the RCH and at fundraising events.

Memorandum of Agreement

Every Auxiliary has a Memorandum of Agreement with the RCH Foundation. It authorises you to fundraise for the hospital and covers you for insurance. It is a simple agreement which outlines financial and other management commitments. The Auxiliaries Manager will take you through the document in detail.

Meetings

Your meetings may be formal or informal. Historically Auxiliaries have kept minutes of meetings and been quite formal. If you decide to adopt this approach, then we would ask that you maintain it while you are fundraising and keep the records as below.

Informal meetings may include the following:

Informal meetings are like a more casual version of a formal meeting, but they involve less planning and less follow-up. They are usually far more relaxed in tone than formal meetings are.

An informal meeting is a meeting which is less regulated than a formal meeting, and lacks many of the defining features of a formal meeting, such as a set agenda and a chairman. Informal meetings generally take place in a casual setting, such as a restaurant or a coffee shop, or at one of the participant's homes.

The purpose of an informal meeting is to discuss issues which would not have an appropriate place in a formal meeting. They may be designed to make participants feel more at ease to speak their mind than they would in a formal setting. They allow participants to meet with a greater degree of spontaneity and flexibility.

Whether a meeting is formal or informal, if an Auxiliary is making a decision that will have significant implications, for example a decision about distribution of funds, the outcomes of that meeting must be minuted and provided to the Auxiliaries Manager.

Quorum

A Quorum is the agreed number of people who need to be present at a meeting in order for a decision to be passed by the members.

Office Bearer Positions

The Memorandum of Agreement requires an Auxiliary to have a President and a Treasurer if you maintain an external bank account. Many Auxiliaries appoint or elect Vice-President and Secretary, if the group thinks it desirable.

Auxiliary Position Descriptions

If the Auxiliary appoints officer bearers, the following position description may be used as a guide.

President

- Chair meetings
- Oversee communication with the Auxiliary Office
- Liaise with Treasurer and Secretary

- Responsible for overseeing functions and fundraisers
- Communicate with large donors and sponsors of the Auxiliary
- Write an Annual Report for the RCH Auxiliaries Annual Report
- Issue invitations and speak at functions etc.

Secretary

- Record, read and distribute minutes of meetings
- Send and receive correspondence
- Maintain Archives – forwarding any completed books to the Archive Department of the Royal Children's Hospital via the Auxiliaries Office
- Establish and maintain a membership list including date of joining and provide to Auxiliaries Office
- Submit a request to the Auxiliaries Office the names of those members who are eligible to receive a Long Service Badge two months prior to the due date.

Treasurer

- Administer bank accounts and SPA accounts
- Provide monthly financial reports at meetings
- Administer receipts and membership subscriptions
- Provide budgeting and financial administration for fundraisers
- Arrange for an auditor to audit the books annually

Membership Register

Please advise the Auxiliaries Office of all member names and keep them up to date.

Record Keeping

Receipt books and donation documents must be kept for seven years. Minute books should be kept indefinitely. (The hospital has a number of original minute books of Auxiliaries which are kept in archives.) Each Auxiliary is welcome to hand over old minute books to be archived by the Auxiliaries Office to be held in safe-keeping by the Archive Department of the RCH.

A copy of the annual Treasurer's Report and a President's Report should be submitted to the Auxiliaries Office from each Auxiliary at or around the date of their Annual General Meeting. This responsibility lies with each Auxiliary.

The Auxiliaries Annual Report is produced each year by the Foundation and incorporates reports submitted by each Auxiliary. Each Auxiliary is invited to submit a brief summary of the Auxiliary's activities for inclusion in this report. The Auxiliaries Annual Report is available to all Auxiliary members, the public and staff. The Annual Report is available after the Auxiliaries' Annual General Meeting.

National Police Checks

Every new member of an Auxiliary is required to undergo a National Police Check. This requirement is mandated to ensure all Auxiliary members are able to attend the RCH as required. A National Police Check is also a prerequisite for a photographic Auxiliary ID card. Forms are available from the Auxiliaries Office who will explain the form to you and advise the

lodgement fee payable. When you receive the certificate, send a copy, with the receipt for the lodgement fee, to the Auxiliaries Office who will arrange reimbursement of the lodgement fee.

Working with Children Accreditation

All Auxiliary members are required to have Working with Children accreditation.

Applying for Working with Children Accreditation

There are two ways of applying for a Working with Children certificate:-

1. Apply online at www.workingwithchildren.vic.gov.au, or
2. Ring **1300 652 879** and ask for a form to be mailed to you.

There is no cost making this application *but you must apply as a volunteer*

Renewing Your Working with Children accreditation

Accreditation can be renewed online at www.workingwithchildren.vic.gov.au

4 – In the Hospital

Identification Badges

Identification Badges will be provided when a National Police check and a Working with Children check have been completed. Photo identification badges must be worn at all times when at the hospital - in the RCH Auxiliaries Shop or conducting stalls. Please also wear it when conducting any Auxiliary business in the public domain such as events and expos in public spaces.

You are not required to wear the ID Badges at semi-formal or formal occasions. However, it is advisable that all members of an organising committee for an event wear some form of name badge for easy identification.

Emergency Procedures in the Hospital

Auxiliary members have a multitude of reasons for visiting the hospital, working in the RCH Auxiliaries Shop, running a stall, attending a meeting. It is imperative that each member of your Auxiliary familiarises themselves with the Emergency Procedures details below.

Emergency procedures must be followed when you are in the hospital. These procedures are detailed on the back of the identification badges.

- **Red** **Fire Smoke**
- **Orange** **Evacuation**
- **Blue** **Medical Emergency**
- **Yellow** **Internal Problem**
- **Brown** **External Emergency**
- **Purple** **Bomb Threat**
- **Black** **Personal Threat**
- **Grey** **Aggressive Behaviour**

If an emergency occurs use the house phone and ring 777

Give your name, the code, your location, location of smoke (or whatever the problem is) and, anything else you see as important information.

Fundraising Resource Centre

The Fundraising Resource Centre (available to all community fundraisers) is located within the RCH Foundation office, 2nd Floor, 48 Flemington Road. It is a large open plan space equipped with photocopier, meetings rooms, a library and work areas. This will allow you to have space to be creative and to plan your events.

Booking Meeting Rooms at The Royal Children's Hospital and the Foundation offices

Any Auxiliary may book a meeting room at the hospital by contacting the Auxiliaries staff. Each of the rooms has a different capacity and it is requested that the choice of meeting room to be booked is based on the need.

Parking at the RCH

We cover the costs of parking in the hospital. Auxiliary members are asked to park on level B3 when attending the hospital. An exit parking ticket is available from the Auxiliaries Office or the RCH Auxiliaries Shop when at the RCH on official business.

5 – Fundraising, Opportunities and Events

Donations

Donations of goods, services and cash will often be made to The Royal Children's Hospital and The Royal Children's Hospital Foundation via the Auxiliaries Office. The donation policy is available from the Royal Children's Hospital Foundation. In brief, the Auxiliary is required to receipt all cash donations and follow up with a prompt thank you letter. Donations of goods should also be followed up with an acknowledgment.

Certain goods cannot be received by the Auxiliaries due to hospital policy and Health Department regulations. The hospital can no longer receive used toys but may consider wooden, plastic, metal, books and games in very good condition. The hospital cannot accept second hand soft toys, fabric toys or clothing for patients. Any donations should be directed to the Auxiliaries staff. The hospital will not accept any toy weapons.

The RCH Foundation can only accept food ie chocolate, lollies, soft drink etc that is commercially manufactured and in sealed packages with a current use by date. If your Auxiliary is seeking donations of food and beverage for a fundraising event, all Food Handling and Hygiene Guidelines apply.

Seeking donations from companies or individuals should be done in a polite and sensitive way. Many departments, wards, Auxiliaries and The Royal Children's Hospital Foundation have long term relationships with certain companies or individuals. We ask that all Auxiliaries submit a list for approval to the Auxiliaries Manager before approaching any companies or organisations to

donate or support an event or fundraiser.

Receipts

Receipt books are available from the Auxiliaries Office for all transactions made by an Auxiliary.

All donations over \$2.00 must be receipted. All receipt books are to be kept for a minimum of seven years and completed receipt books returned to the Auxiliaries Office.

Receipts for cash should be marked as "cash" or "cheque" "Credit Card, or EFTPOS etc. Donation of goods or services must be marked as such.

Donations of goods or services cannot be claimed as a cash donation i.e. tax deductible.

Tax Deductibility

- All taxation enquiries regarding tax deductibility should be directed to the Auxiliaries Office.
- Donations of \$2.00 and over are tax deductible.
- A donation of goods or services is not tax deductible and an Auxiliary is not permitted to write a receipt as a donation for goods in kind.
- Items purchased at auction are not tax deductible as a donation, but are considered a purchase.
- Ball/function tickets are not tax deductible.
- Raffle tickets are not tax deductible.

The RCH Auxiliaries Shop

The RCH Auxiliaries Shop is located on Main Street, at the Royal Children's Hospital (opposite the entry to Specialist Clinics). The shop is partially staffed by Auxiliary volunteers. The RCH Auxiliaries Shop co-locates with the Kids Health Info Centre.

Shop Hours: 9 am to 4.30 pm; 5 days a week, excluding public holidays.

Each financial year shop profits are distributed (according to percentage of hours worked) amongst the Auxiliaries who volunteer in the RCH Auxiliaries Shop. This shows in the Annual Report as "earnings". All Auxiliaries are eligible to volunteer in the RCH Auxiliaries Shop.

1. The distribution of proceeds from the Gift Shop are to be allocated to those Auxiliaries engaged in direct revenue earning activity where the income derived benefits the Gift Shop.
 - a. This will include where Auxiliary members assist in the following activities
 - i. Assisting in the Gift Shop
 - ii. Assisting on the Pods with sales of Gift Shop merchandise
 - iii. Assisting on the Cart with sales of Gift Shop merchandise
 - b. This will not include the following activities
 - i. Raffle sales on the Cart
 - ii. Assisting in the RCH Foundation office
 - iii. As a recruited RCH Foundation volunteer

2. That any activities in addition to the above be first approved by the AEC prior to being eligible to receive distribution of proceeds from the Gift Shop

If you would like to volunteer in the RCH Auxiliaries Shop on behalf of your Auxiliary please make an enquiry to the Retail Supervisor in the first instance to determine whether there is a vacancy in the roster. There is also the option of being on the Emergency list to cover an absence whilst waiting for a permanent shift to become available.

Please note that all Auxiliary members who chose to volunteer in the RCH Auxiliaries Shop must have a current Working with Children accreditation, Police check and an ID Badge with the hospital logo.

The RCH Auxiliaries Shop is operated by the Retail Supervisor under the management of the Auxiliaries Manager. All enquiries should be directed to Auxiliaries Liaison – Retail 9345 5856

Stalls in Main Street and on the Pods

Internal Stalls

Your Auxiliary can book two types of stall within the hospital.

1. A stall on the pods
2. A stall to sell raffle tickets

Security of Stalls in Main Street and on Pods

Should an incident occur where goods are stolen from a stall, please report this immediately to the Retail Supervisor and the Auxiliaries Manager. Whilst it is almost impossible to recover the stolen goods, the Security staff will be made aware of the incident and will be able to take the necessary precautions to prevent it occurring again.

Stalls on Pods

- All bookings are to be made through the Auxiliaries Office, with the Auxiliaries Liaison – Administration on 9345 4508. Bookings for the coming year are arranged through the Retail Supervisor and are rostered before December of the prior year.
- Each Auxiliary may be allocated up to six pods per month based on availability.
- Trestle Tables cannot be used to extend the selling space available for this type of stall. Racks and tubs may be used to display merchandise.
- The key to the Pod drawers is obtained from the RCH Auxiliaries Shop during normal operating hours or, if required earlier, from the Auxiliaries Manager. Arrangements for collection and return of the keys outside these hours are made with the Auxiliaries Office.
- There are drawers at the end of the Pods with donated products, which have been priced, for sale by Auxiliaries. Funds raised from the sale of this product remains with your Auxiliary. Residual items are not to be taken away from the premises, but are to remain for the next Auxiliary's use.
- Vehicles may be parked in the circular driveway to the main building entrance while LOADING and UNLOADING only. This is a *10 minute standing zone only*.
- All items of food MUST BE LABELLED in line with Victorian Health Department regulations
- NO food that has been frozen or requires refrigeration is to be sold.
- ALL unsold goods must be removed. Do not leave them for some else to sell or remove. Do

- not leave them with a notice saying "Free"
- Ensure the stall area is left clean, tidy and ALL rubbish removed.
- When leaving the stall, please make sure the drawers are locked and the keys returned to the RCH Auxiliaries Gift Shop.
- Should you have any further queries regarding the use of the stall, please do not hesitate to contact the Auxiliaries Office on 9345 4508.

Market Days in the RCH

During the year several markets are held in Main Street of the RCH. These markets include:

Paddy's Market which is generally held in March

Andy's Market which is generally held in November

Winter Market which is generally held in June

Bake Markets are generally linked to Mother's Day in May and Father's Day

Invitations to participate in these markets are sent to auxiliaries in a timely manner by email or post.

Food Handling and Preparation

All Auxiliary members wanting to make jam, cakes, biscuits etc. are to attend and pass a Food Handling and Hygiene course at the hospital before commencing this activity.

Food produced by Auxiliary members cannot include fresh dairy products, meat or fish.

The Royal Children's Hospital has a Category 1 Food License which means the highest possible standards apply.

The Food Handling and Hygiene course is provided to Auxiliary members at no cost.

The Victorian Health Department has requested that all homemade produce sold for charity must list:

- Ingredients
- Date produce was made
- Phone number or identification of the person who made the item
- Use by Date

The Auxiliaries Office provides sticky labels with The Royal Children's Hospital Auxiliaries printed on them free of charge.

Product Safety

All items sold by auxiliaries to raise funds for the RCH must comply with mandatory safety standards. In particular auxiliary members should be vigilant when selling children's clothing or toys to ensure that items marketed by their auxiliary meet Australian Government safety requirements. The Product Safety Australia website (www.productsafety.gov.au) keeps an up-to-date list of items for which there are mandatory standards and items that are banned. Some mandatory standards are straightforward and unambiguous, others are more complicated: it is a mandatory requirement that all sleepwear for children, including Onesies for infants, must be

labelled as flammable, but the type of warning (ie the degree of flammability) a nightwear item must carry depends on the type of fabric used in the nightwear. If auxiliary members are in doubt over whether or not any item they plan to sell meets mandatory safety standards, they should seek written advice from the RCH Safety Centre Senior Project Coordinator - barbara.minuzzo@rch.org.au or on 9345 5878.

Raffle Guidelines

In accordance with the Victorian Commission for Gambling and Liquor Regulation 36/3/2013, the following information has been provided for your assistance.

Raffle Notification Form

To ensure raffles held by Auxiliaries meet with the Victorian Commission for Gambling and Liquor Regulations a Raffle Notification Form must be completed and returned to the Auxiliary Office. The Raffle Notification form (see page 25) can also be sourced from the website or obtained from the Auxiliary Office. Printed tickets will be arranged (at the Auxiliary's expense) according to the information provided on the Raffle Notification form.

What is a Raffle?

A raffle is a fundraising lottery with goods or services as prizes. The government regulations prescribe that prizes in a raffle must not include cash, stocks or shares, unless the cash is part of a travel or accommodation prize. Only 10% of the total travel prize can be cash/spending money.

Raffle Types

- Small – total value of prize pool is less than \$500
- Medium – total value of prize pool is less than \$5,000
- Large – total value of prize pool is greater than \$5,000

Regulations for Small Raffles

- Tickets can only be sold for one (1) day or within an eight (8) hour period
- Raffle must be drawn on same day tickets are sold
- Value of tickets available must not be less than twice and not more than six times the total value of the prizes
- The method of draw must allow each ticket a random and equal chance of winning
- The first ticket drawn must win first prize. "First prize" is defined as the most valuable prize offered in the raffle
- Prizes must be delivered to winners within 28 days after the draw
- Disposition of funds and distribution prize winners must be kept for three (3) years

Regulations for Medium Raffles

- Written authority of RCH Foundation required (Raffle Notification Form)
- Tickets can be sold for up to three (3) months
- Printed tickets are required
- The following information must be printed on each ticket:
 - a) Name of the charitable organisation to benefit from the raffle
 - b) Ticket price

- c) Description of each prize and its value
 - d) Date, time and location where the raffle will be drawn
 - e) Method of publication or notification of results
- Value of tickets available must not be less than twice and not more than six times the total value of the prizes
- The method of draw must allow each ticket a random and equal chance of winning
- The first ticket drawn must win first prize. "First prize" is defined as the most valuable prize offered in the raffle
- The draw must be conducted on the day printed on the ticket which is not more than 14 days after the proposed last ticket sale
- Results of draw must be published and winners notified in accordance with the method printed on the tickets
- Prizes must be delivered to winners within 28 days after the draw
- Accurate records of disposition of funds, tickets printed and distribution of prize must be kept for three (3) years
- If winner of prizes cannot be located, must keep prize for 12 months after the draw. After 12 months prize can be sold or disposed of.

Regulations for Large Raffles

- Where the total value of the prize pool exceeds \$5,000, a Minor Gaming Permit **MUST** be obtained to conduct the raffle
- Written authority of the RCH Foundation required (Raffle Notification Form)
- The number of tickets printed must not exceed the number authorised by the permit
- Tickets must only be sold during the period authorised by the permit
- The following information must be printed on each ticket:
 - a) the name of the Minor Gaming Permit holder
 - b) the permit number
 - c) the ticket price
 - d) the maximum number of tickets authorised by the Minor Gaming Permit
 - e) a description of each prize and its value
 - f) time, date and location of the raffle draw
 - g) the method of notification of the results
- The raffle must be drawn on the day authorised by the permit
- The method of draw must allow each ticket a random and equal chance of winning
- The first ticket drawn must win first prize. "First prize" is defined as the most valuable prize offered in the raffle
- Results of draw must be published and winners notified in accordance with the method printed on the tickets
- Prizes must be delivered to winners within 28 days after the draw
- If winner of prizes cannot be located, must keep prize for 12 months after the draw. After 12 months prize can be sold or disposed of
- The following information must be kept for three (3) years:
 - a) The manner in which tickets to the raffle were sold and how ticket sales were publicised
 - b) The names of the people who sold tickets, how many tickets were sold, how many tickets went unsold and how much money was remitted
 - c) When and how the raffle was drawn

- d) The names and addresses of the winners and a description (including the retail value) of their respective prizes

Auctions

Auctions are not covered within the Lotteries Gaming and Betting Act (1966) therefore separate laws apply to auctions.

The Auctioneer must be licensed with the Victorian Registrar of Auctioneers if he/she is being paid for their services. If the Auctioneer is volunteering their time they do not have to be licensed or registered.

Details concerning the rules of conducting an Auction and a sample catalogue and suggested agenda are available from the Royal Children's Hospital Auxiliaries Office.

Applications to Trusts and Foundations

No Auxiliary is permitted to submit applications to any Trust or Foundation. All applications on behalf of the Royal Children's Hospital Foundation are to be coordinated via the RCH Foundation Trust and Foundations Manager.

If an Auxiliary member has a contact with a Trust or Foundation and has been asked to submit an application they must immediately inform the RCH Foundation Trust and Foundation Manager.

The Good Friday Appeal

The Good Friday Appeal is not administered from within The Royal Children's Hospital Foundation. The Appeal is administered and controlled by the Herald and Weekly Times.

The Auxiliaries Department, RCH Good Friday Appeal staff, the Royal Children's Hospital Foundation and hospital staff all work closely together during the year to maximise fundraising profits and success of events.

Use of Good Friday Appeal Tins

Auxiliaries wanting to use Good Friday Appeal tins to collect money can sign out a tin from the Auxiliaries office.

The Good Friday Appeal tins are to be returned to the Foundation Office unopened, they are then transported to the Good Friday Office for opening and counting.

Events

To ensure events held by Auxiliaries are covered by the Foundations Insurance Policies and advertised on the Events page of the Foundation website, an events form must be completed and returned to the Auxiliary Office. The events form can be sourced from the website or collected from the Auxiliary Office.

6 - Administration, Legal Matters

Legal Matters

A number of legal requirements are necessary for the conduct of some events and business by Auxiliaries. The following sections outline these requirements. Further documentation is available from Auxiliaries Office.

An Auxiliary is not a legal entity and is not required to register with any statutory body of the Victorian Government or the Securities Commission. If an ABN is required quote the Foundation's number which is 15 007 143 142.

Insurance

- An Auxiliary may be asked for a copy of the Foundation Public Liability Insurance Policy if selling raffle tickets in a shopping centre or hosting a stall or fundraising event. A copy of the Certificate of Currency is available from the Auxiliaries Office.
- The policy covers staff and Auxiliary members and the public who attend our fundraising events in the event of negligence in respect to Third Party Property Damage and/or Bodily Damage.
- An individual Auxiliary is not obliged to seek any further form of public liability insurance.

Liability

Individual Auxiliaries are responsible for any damage to property caused during a fundraising event. The Auxiliary should endeavour to replace or pay for damage caused. Any claim under \$2,500 will have to be met by the Auxiliary as this is the excess for the Foundation's public liability insurance

The Auxiliary is liable for money being misappropriated or stolen by an Auxiliary member. Executive/Committee members will not be personally responsible for any liabilities incurred by an individual Auxiliary.

Administration Matters

Donations/Gifts

Auxiliaries should seek donations in a professional manner. If a company/individual declines to donate, the Auxiliary must not demand an explanation or discriminate against the company/individual in any way. All donations/gifts should be acknowledged with a prompt letter of thanks to the company/individual concerned and a pre-numbered receipt if necessary. The donation should then be recorded in the minutes and/or financial records.

No Auxiliary members may accept a gift/donation for personal use/gain.

Functions/Events

All functions and events planned by an Auxiliary should be for the exclusive benefit of raising money for The Royal Children's Hospital. The Auxiliary should be dedicated to maximising profits in any function or event by eliminating any unnecessary expenditure. The Auxiliary cannot host a

function/event to principally benefit an individual or company product, without authorisation of The Royal Children's Hospital Foundation.

Contributions to other Organisations

Auxiliaries are not permitted to donate any funds raised to another charity or organisation.

Engaging Consultants/Staff

Engaging consultants or paid staff is not permitted.

7 - Financial Matters

Financial Administration

Reporting the financial details of an Auxiliary is necessary to establish accountability. These rules ensure the Auxiliaries Office and The Royal Children's Hospital Foundation know exactly how much money has been raised by Auxiliaries and exactly where the money has been spent.

- The financial year for the Auxiliaries shall run from 1st March to the 28th February of the following year. The Auxiliary shall transfer to The Royal Children's Hospital Foundation on or before 20th February in each financial year the net amount of monies received as a result of the Auxiliary efforts.
- All fundraising monies must either be banked with the Foundation into a "Special Purpose Account" (SPA) (designated with the Auxiliary Name) or into an approved bank account and then transferred to the SPA.
- Minimal funds should only be held in external bank accounts.
- The Special Purpose Account (SPA) held with Foundation will earn interest and fundraising event expenses may be paid from this account.
- Grants to RCH will also be paid from the SPA under the terms of agreed.
- It is the Foundation's preference that Auxiliaries only operate an SPA within the Foundation accounts. Auxiliaries which existed prior to June 2014 may have external bank account if required for their successful operation. Where an external bank account is held the following is required
- The Auxiliary must appoint a President and a Treasurer, who shall receive monies and issue receipts and make payments. The Treasurer shall submit a financial report at the end of each major function or the end of the financial year to the Auxiliary Co-ordinator at the Foundation.
- Accounts must be authorised by the Treasurer and countersigned by the President.
- At least once a year the books must be examined and audited by the auditor as appointed by the Auxiliary. The Auditor appointed shall be a member of a recognised institute of accountants.
- Funds raised throughout the year that are held in an external bank account are to be forwarded to the Auxiliaries Office no later than the 20th February each year in order for the Auxiliaries total to be reported at the Good Friday Appeal.
- Only recognised banking institutions approved by the Business Manager are to be used for cheque or savings or interest bearing accounts.

In general if you are handling money the following applies

- Petty cash must be receipted and kept in a locked box, in a secure place at all times.

- Reimbursements of incidental expenses must be noted in the Treasurer's Report
- All accounts or costs incurred by the Auxiliary must be paid by cheque or B-Pay
- All donations or contributions being made to The Royal Children's Hospital should be paid in via the Auxiliaries Office with the cheque made payable to The Royal Children's Hospital or The Royal Children's Hospital Foundation.
- No monies raised by the Auxiliary should be given directly to staff at the hospital other than Auxiliaries Office staff or Royal Children's Hospital Foundation staff
- A receipt for all donations will be issued either from an official RCH Foundation receipt book held by the Auxiliary or from the Foundation Auxiliary Office
- All equipment items must be procured through the relevant hospital procedures; which means that no Auxiliary may directly purchase items of equipment for the hospital
- Monies donated in the name of The Royal Children's Hospital must not be donated to any other institution
- Cheques must be signed by two designated signatories of the Auxiliary. The signatures lodged with the bank are usually those of the President, Secretary or Treasurer

Banking

The Accounts Account Coordinator assists any Auxiliary with all matters to do with the management of their fundraised monies.

The Accounts Account Coordinator's main duties are:

- Banking funds raised by your Auxiliary into the SPA held within the RCHF finance system.
- Paying Tax Invoices for your Auxiliary from the SPA. These Tax Invoices must be approved by the Auxiliary prior to presentation to Auxiliaries Account Coordinator for payment.
- Checking SPA Statements and mailing to Auxiliary Treasurers on a monthly basis

Auxiliary SPA Accounts

- Each Auxiliary is allocated an SPA within the RCH Foundation's finance system.
- A SPA Statement is produced each month and sent to the Treasurer of each Auxiliary. It is the Treasurer's responsibility to check all the entries and present it at the next meeting of the Auxiliary.
- If there are any issues with the information on the statement the Treasurer must contact the Auxiliaries Account Coordinator immediately to rectify the matter.
- Errors cannot be reversed once the auditors have closed the accounts for the financial year. So please be extremely vigilant when checking the statements.

Making Deposits into an SPA

For any Auxiliary with an external bank account, payments can be sent to the Auxiliaries Office at any time to be credited to your Auxiliary SPA.

Paying Tax Invoices from an SPA

Tax Invoices are able to be paid from the Auxiliary's SPA provided the services have been pre-approved by the Auxiliary and the Auxiliaries Manager.

Please ensure that there is an ABN on the Tax Invoice and that it is the right number for the company that wishes to be paid.

Please allow ample time to have a cheque drawn or EFT payment to be made. It usually takes up to two (2) to three (3) working days for the vendor to receive their cheque, or EFT to occur, provided everything is in order. If you are required to have a cheque ready for payment on the day of delivery please request a Tax Invoice from the vendor in advance so that a cheque can be ready on time.

Paying in Funds

It is essential that all monies that are brought in or sent into the Auxiliaries Office can be clearly identified as to what it is for ie. Auxiliary fundraised monies, a donation, event revenue, ticket sales, Stall sales etc.

This ensures the Auxiliaries Account Coordinator can be accurate in how the funds are coded into your SPA and will make the job of identifying the financial result of a particular activity.

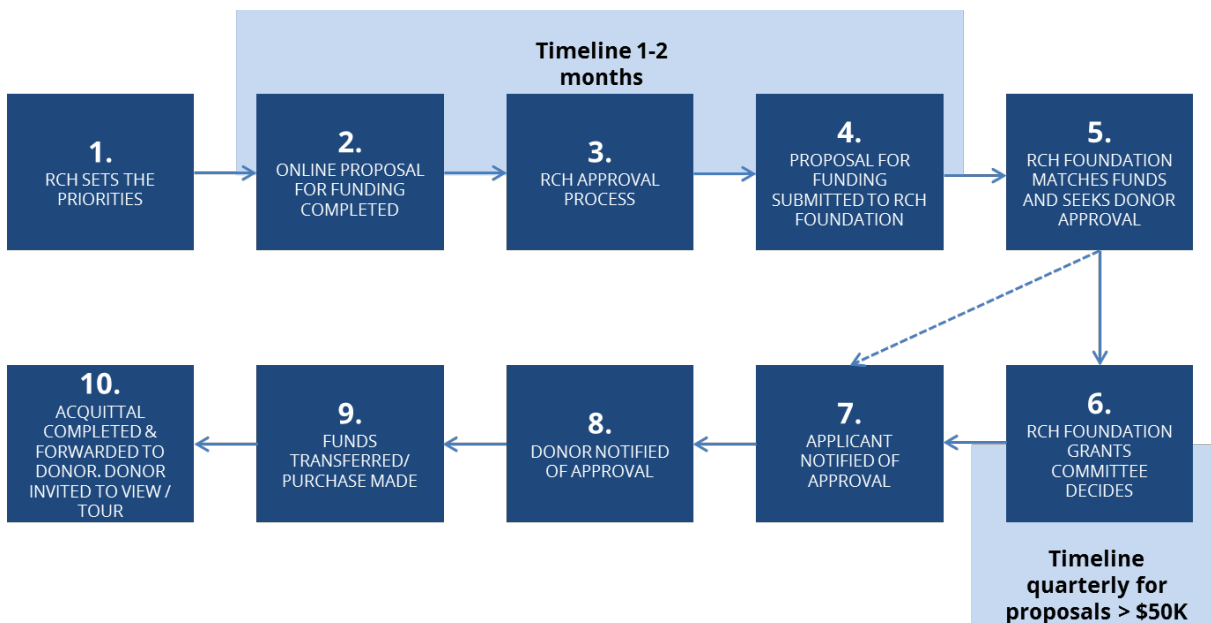
Reimbursement

Occasionally Auxiliary members may need to make a payment, a deposit, or pay for goods for their Auxiliary from their personal funds. Provided the payment has been approved by the Auxiliary office bearers this member is able to be reimbursed.

The Auxiliary member will need to provide the original tax invoice and receipt to the Auxiliaries Office who will organise the paperwork for either a cheque or as an EFT payment into the member’s account.

8 - Funding Process

This diagram below outlines the funding process the Foundation follows.



Auxiliaries that have chosen to be tied to a particular area of the hospital or illness or who are untied come into the process at Step 5.

1. Once an Auxiliary is presented with a proposal to consider from the RCH Foundation, the

Auxiliary needs to discuss and decide at a meeting, at which a Quorum is present that it wishes to make funds available. (A Quorum is the agreed number of people who need to be present at a meeting in order for a decision to be passed by the members. The number of members that makes up the Quorum was decided upon when the Auxiliary was set up.)

2. The President of the Auxiliary is to inform the RCH Foundation in writing of the decision taken by the members to fund the proposal. A copy of the signed proposal is to be included in the response from the Auxiliary.
3. A formal response from the RCH Foundation will then be made to the applicant advising the outcome.
4. A formal report will be completed by the recipient of the funds which will be forwarded to the funding Auxiliary – this will occur at the end of the funding term or on an annual basis (for multi-year projects).

9 - Communications

Auxiliary/Hospital Stationery

The RCH Foundation has **guidelines** on the use and type of stationery that is available to Auxiliaries. Auxiliary letterhead and envelopes are available to all Auxiliaries from the Auxiliaries office free of charge. No Auxiliary is permitted to use The Royal Children's Hospital letterhead.

Only approved RCH Foundation receipt books can be used by Auxiliaries. These are available from the Auxiliaries office.

Communication

The Auxiliaries Executive Committee (AEC) and the Auxiliaries office staff make every effort to ensure that Auxiliary members are fully aware and appraised of any fundraising opportunities, obligations and general information required to operate their Auxiliary successfully.

The following are the main methods for broadcasting information and promoting Auxiliaries and Auxiliary fundraising opportunities.

“Monthly Digest” – Auxiliaries Newsletter

The Monthly Digest is an electronic and print publication (upon request) that is distributed to Auxiliary members monthly to keep them informed of any changes to Auxiliaries obligations, new fundraising opportunities, stories of past events and the calendar of upcoming events.

Auxiliaries' web page www.rchfoundation.org.au

RCH Foundation E-Newsletter

The RCH Foundation distributes an electronic newsletter monthly to subscribers only. Anyone can subscribe via the RCH Foundation website. This publication celebrates the successes of fundraising activities including those of the Auxiliaries, thanks supporters and informs subscribers of upcoming activities.

Website Development/Domain Names:

All independent websites/ pages need to be discussed and approved in consultation with the Communications Manager of the RCH Foundation.

What you can do to help make the RCH Foundation website work for your Auxiliary.

- Provide information on upcoming events
- Results and figures from recent events
- High-resolution photos
- Important milestones
- Any news you would like reported on your Auxiliary's individual web page

Auxiliaries Annual Report

The Auxiliaries Annual Report is prepared by the AEC, the Auxiliaries Manager and the Communications team of the RCH Foundation to document the story of Auxiliaries over the preceding twelve months.

Auxiliaries may be asked to submit a report or content for this publication. The President's report for the year is suitable for this purpose or a new report can be prepared and submitted.

This publication is created as a reporting and promotional tool for Auxiliaries and should be available at any public event organised by an Auxiliary.

Any suggestions for feature stories should be submitted to the AEC no later than mid-February each year. This allows the AEC time to consider the suggestion, seek additional information and approve the suggestion for inclusion in the next Auxiliaries Annual Report.

Promotional Brochures

The AEC approve the production of several brochures each year to assist with the promotion of Auxiliaries merchandise, Auxiliary events and the Auxiliaries concept. Auxiliaries are permitted to produce brochures in consultation with the AEC, the Auxiliaries Manager and the Communications Manager of the RCH Foundation.

Promoting Auxiliaries

The Auxiliaries Manager promotes the activities of Auxiliaries to RCH campus visitors and staff. Promotional brochures are created to assist any Auxiliary with the promotion of their fundraising activities by seeking participation, support or sponsorship. Promotional material can also be used at external fundraising events.

Publicity

All publicity sought by an Auxiliary for an event, activity or function should be discussed with the Auxiliaries Manager and the Communications Manager of the RCH Foundation. The nature of the publicity should also reflect the high standards of the RCH. Major media organisations have a relationship with the hospital that are very valuable and any media or advertising contact with media organisations or outlets ie print, broadcast or electronic must be made through the Communications Manager of the RCH Foundation with the exception of advertising or promoting a forthcoming Auxiliary event in local newspapers.

No Auxiliary is permitted to contact major media organisations without first discussing with the Communications Manager.

Approval of public relations material (including brochures and media releases) should be directed to the Auxiliaries Office.

Any adverse or negative publicity regarding an Auxiliary should be brought to the immediate attention of the Auxiliaries Office or the Communications Manager.

10 Joint Meetings

Auxiliaries Annual General Meeting (AGM)

The AGM is held at the hospital in August each year. All members are encouraged to attend this meeting. This is a formal meeting of the Auxiliaries and the main topics covered include:

- The President's report
- The Madge Tate Service Award
- Living Treasures Awards
- The Auxiliaries Manager report
- A presentation by hospital clinicians

Combined Auxiliary Meetings

The Combined Auxiliary Meetings are held at the hospital several times throughout the year and are less formal than the AGM.

The expectation is that at least one representative from each Auxiliary will attend these meetings preferably Office Bearers; however, every member is welcome to attend, and we would encourage all members to do so. These meetings are information and discussion based. It provides members the opportunity to raise concerns, provide feedback and suggest new ideas on any topic which is Auxiliary related.

Auxiliary Christmas Function

Each year there is a Christmas Function for Auxiliary members. This function is held in late November/early December. This event is a thank you to all of our members for all their efforts throughout the year.

There is a nominal cost to attend this function with an intent to make the event cost neutral to the Auxiliary network.

11 - Awards

Madge Tate Service Award

History

As an inaugural member of the Croydon Auxiliary in 1932, Mrs Madge Tate remained in the Auxiliary until she passed away in 1992.

For many of those years, Mrs. Tate served as either President or Secretary of the Croydon Auxiliary, overcoming the obstacles of distance, family commitments and at times ill health to make a valuable contribution to the Royal Children's Hospital.

The Madge Tate Service Award was established in 1994 and named after the late Madge Tate as a means of recognising dedicated and extraordinary service to the Auxiliaries.

Criteria

The award will be presented to an Individual Auxiliary member for an outstanding contribution during the preceding years.

Presentation of the award will not be based on the amount of money raised by a member, nor the years of service.

Consideration will be given to an Auxiliary member who has displayed exceptional service in support of the Auxiliary. This may include assisting in the Gift Shop, providing general support or assistance to the hospital, displaying initiative to develop fundraising or fund saving ideas, to name a few.

To be eligible to receive the award, the nominee must have been a member of an Auxiliary for a minimum of five years.

Nominations for the award can be submitted by a member of an Auxiliary, an individual Auxiliary member, a member of staff of the Royal Children's Hospital or Royal Children's Hospital Foundation.

The award will be at the discretion of the Auxiliaries Executive Committee and be presented at the Auxiliaries Annual General Meeting each year. The closing date for nominations will be determined by the Auxiliaries Executive Committee.

All Madge Tate Service Award nominations are to be submitted on the form as updated from time to time.

All nominations will remain confidential.

Living Treasure Award

History

From our humble beginnings in 1922 Auxiliaries have flourished through wars and changing society attitudes to be a very precious jewel in the crown of The Royal Children's Hospital Foundation.

From our founding members onwards, each generation has contributed to the success of our beloved hospital. Where would we be today if not for them, these people who have a tradition of giving and dedication?

The Royal Children's Hospital Foundation Auxiliaries have a heritage that is unique and iconic in Victoria, if not Australia, for what has been achieved by its members.

Miss Mary Guthrie joined the Hospital Committee of Management in 1894, Mary Guthrie saw a strong need to develop community support to provide goods and raise funds for the hospital. She developed and supported Auxiliaries and remained a member until her death in 1931.

As part of our efforts to honour people who have devoted themselves to the hospital through their Auxiliary we were extremely proud to launch the Living Treasures Award in 2004.

Criteria

For people to be nominated they will have always been available to assist their Auxiliary and have made an exceptional contribution to ensure that Auxiliaries has flourished to become the highly respected and valued institution that it is today, and that the future of Auxiliaries is vibrant.

Our Living Treasures are made up of quiet achievers without whom great things would never come to pass. They have devoted themselves to The Royal Children's Hospital Auxiliary movement and have had a huge impact on the history of Auxiliaries.

Retired Auxiliary members who are Living Treasures are welcome to attend functions as they arise to recognise their past contributions to RCH.

Applications are to be made on the Living Treasures Nomination form.

Long Service Badges

The awarding of Long Service Badges was introduced in 1954 as a way of recognising long term commitment to your Auxiliary.

The Auxiliaries organisation awards Long Service Badges to Auxiliary members who have been a member of an Auxiliary for a number of years. The awarding of long service badges is not necessary but optional.

Long Service Badges are available from Auxiliaries staff and are presented for every five years of service, at the individual Auxiliaries Annual General Meeting, and may be presented by the Auxiliaries Manager or a member of the AEC if previously arranged.

Each year all recipients of Long Service Awards are listed in the Auxiliaries Annual Report. The Auxiliary Secretary is responsible for notifying the Auxiliaries staff of members eligible to receive a Long Service Badge.

(1) Event Notification Form for Auxiliaries

SECTION 1 ~ EVENT DETAILS

Thank you for organising an event or activity to support the RCH Auxiliaries.

If you have queries, contact the Auxiliaries office on 03 9345 5188.

Please return your completed form to auxiliaries.office@rch.org.au *no later* than six weeks prior to your event date.

Auxiliary name			
Your name			
Mobile and phone (day)			
Email address			
PROPOSED EVENT / ACTIVITY DETAILS			
Event / Activity Name			
Start date/time – end date/time			
Short description			
Ticket price / entry fee			
Is this event open to the public or invitation only?			
Has this event taken place before? If so, when?			
FUNDRAISING ACTIVITIES AT YOUR EVENT / ACTIVITY			
Please indicate which of the following fundraising activities you intend to include at your event / activity:			
Ticket price / entry fee	Raffle	Silent auction	Grand auction
Lucky dip	Door prize	Business card draw	Sale of Aux merchandise
Other:			
AWARENESS RAISING OPPORTUNITIES			
Please indicate any awareness raising opportunities, like the suggestions below, at your event / activity. If you tick any of these options above, the Auxiliaries office will be in touch to organise.			
Display of Auxiliaries' marketing collateral (brochure, postcard etc, supplied by Aux office)			
Display of 'subscribe to newsletter' clipboard (supplied by Aux office)			
Speaker from your Auxiliary, Auxiliary Executive, the RCH Foundation or RCH			
Other:			

If your events is open to the public and is fundraising, it is eligible for the Auxiliaries' Marketing Support Package. If you would like to take advantage of the Auxiliaries' Marketing Support Package, fill out the next page >>

Please attach any additional documents such as booking forms, posters, flier, and invitations.

If you require the ability for people to book tickets online, please get in touch with your contact in the office.

SIGNED FOR OR ON BEHALF OF THE AUXILIARY		SIGNED FOR OR ON BEHALF OF RCH AUXILIARIES OFFICE	
Name		Name	
Signature		Signature	
Date		Date	

Event Notification Form for Auxiliaries

SECTION 2 ~ MARKETING SUPPORT PACKAGE

For more info about our Marketing Support Package [please see here](#) or contact us.

SUPPORTING AUXILIARIES WITH MARKETING AND PROMOTION

- We need information about your event in order to support you with marketing and promotion
- Marketing support is offered to all Auxiliaries events that are open to the public and are specifically fundraising (not invitation only events, or events that do not have a fundraising element).
- It is designed to help our Auxiliaries promote their fundraising activities, and to make it simple for the public to find out what events are being held in support of the hospital
- The Support Package is designed to be complementary to your own marketing and promotion
- With most events and activities, it is only relevant or possible for some of these support options to be utilised.

WHERE AND WHAT THIS INFORMATION IS USED FOR

- Event listing on Foundation/Auxiliaries website
- Info in Auxiliaries seasonal newsletter
- Listing in Auxiliaries Monthly Digest
- Inclusion in our blog and news feed
- Info in RCH Foundation e-newsletter
- RCH staff intranet (to over 4000 staff)
- Facebook event and mentions
- Twitter mentions and links

PLEASE NOTE

- Unfortunately, we are unable to accept this information by post or fax, because of the extra resources and significant time required to type out hard copy information. We can only accept items in soft copy - by email or on CD.

- If you are unable to access a computer, or have any queries contact The Auxiliaries office on 03 9345 5188.
- Please return your completed form to auxiliaries.office@rch.org.au *no later* than six weeks prior to your event date.

GENERAL INFORMATION ABOUT THE EVENT - additional to the details on the previous page	
Location, venue, address	
Closest tram / public transport	
How to book	
Website address for more info	
Contact if the public want more info	
EVENT DESCRIPTION (MARKETING COPY) FOR EVENT PROMOTION - complete on following page	
<p>We need paragraph (or couple of paragraphs) that will be used to promote the event. This information is of utmost importance! It should describe the event and include as many of the following details as possible. Please use the space on the following page to enter this information.</p> <ul style="list-style-type: none"> • What visitors can expect from this event – what will it be like? • Include the ‘feeling’ of the event – will it be fun, glamorous, family-friendly, etc. • Who is the ideal audience? i.e. is this event perfect for grandparents, families, kids only, business people • What the event is raising funds for - the Auxiliary, or a specific project or cause • Do 100% of profits go to the cause? How are funds raised – through ticket sales, raffle, auction, etc? • List any entertainment, event host, MC or guest speaker/s if applicable • What is included at the event – a luncheon, lucky door prize • See these links for event marketing copy that are good examples – example 1, example 2, example 3, example 4. 	
EVENT PHOTOGRAPH OR LOGO. PLEASE SEND ONE OR ALL OF THE FOLLOWING	
<p>A high resolution logo, <u>or</u> the invitation, poster or flier, <u>or</u> an event-related relevant photograph, like a picture of the venue (usually the venue can supply one of these), <u>or</u> a photograph of your Aux members, or the activity from a previous year (e.g. a picture from last year’s fun run).</p>	

Event Notification Form for Auxiliaries

SECTION 3 ~ YOUR EVENT MARKETING COPY

Please use this space to type some the descriptive info about your event, as mentioned on the previous page. Use dot points or prose – whatever suits you.

Auxiliary Raffle Notification Form

RAFFLE DETAILS

Thank you for organising a raffle to support the RCH Auxiliaries.

To comply with the Victorian Commission for Gambling and Liquor Regulation, it may be necessary for you to obtain printed tickets.

You do **not** need printed raffle tickets if your raffle is to run for *less than eight (8) hours* and the *total value of the prizes is less than \$500*.

If the tickets are to be sold for more than eight (8) hours and the total value of all the prizes is less than \$5,000, it is necessary for you to have printed raffle tickets.

If value of your raffle prize pool is greater than \$5,000, a permit is required in addition to printed tickets. Please contact the Auxiliaries Office for more information or assistance about obtaining a permit.

The Auxiliaries Office will arrange for the tickets to be professionally printed for you and the cost of the tickets will be charged to the Auxiliary.

For raffles requiring printed tickets, the results of the raffle draw must be published. To comply with this rule a RCH Foundation website address, where results will be displayed, will be printed on the tickets.

It is essential that you give at least three weeks' notice prior to the commencement of your raffle.

If you have queries, contact the Auxiliaries Office on 03 9345 5188.

Please return your completed form to laurel-leigh.lawson@rch.org.au at least three weeks prior to your raffle commencement date.

Auxiliary Raffle Notification Form

RAFFLE DETAILS

Auxiliary name		
Name of Auxiliary contact		
Mobile and phone (day) numbers		
Email address		
PROPOSED RAFFLE DETAILS		
Raffle start date		
Date raffle will be drawn		
Time raffle will be drawn		
Location of raffle draw		
Price per ticket		
Please give a detailed list of prizes and the value of each prize		
	Description of Prize	Prize Value
1st Prize		
2nd Prize		
3rd Prize		
4th Prize		
5th Prize		
6 TH Prize		
7 th Prize		
8 th Prize		
9 th Prize		

10 th Prize		
TOTAL VALUE OF PRIZES		

SIGNED FOR OR ON BEHALF OF THE AUXILIARY		SIGNED FOR OR ON BEHALF OF RCH AUXILIARIES OFFICE	
Name		Name	
Signature		Signature	
Date		Date	

Raffle Guidelines

In accordance with the Victorian Commission for Gambling and Liquor Regulation, the following information is provided for your assistance.

What is a Raffle?

A raffle is a fundraising lottery with goods or services as prizes. The government regulations prescribe that prizes in a raffle must not include cash, stocks or shares, unless the cash is part of a travel or accommodation prize. Only 10% of the total travel prize can be cash/spending money.

Raffle Types

- Small – total value of prize pool is less than \$500
- Medium – total value of prize pool is less than \$5,000
- Large – total value of prize pool is greater than \$5,000

Regulations for Small Raffles

- Tickets can only be sold for one (1) day or within an eight (8) hour period
- Raffle must be drawn on same day tickets are sold
- Value of tickets available must not be less than twice and not more than six times the total value of the prizes
- The method of draw must allow each ticket a random and equal chance of winning
- The first ticket drawn must win first prize. "First prize" is defined as the most valuable prize offered in the raffle
- Prizes must be delivered to winners within 28 days after the draw
- Disposition of funds and distribution prize winners must be kept for three (3) years

Regulations for Medium Raffles

- Written authority of RCH Foundation required (Raffle Notification Form)
- Tickets can be sold for up to three (3) months

- Printed tickets are required
- The following information must be printed on each ticket:
 - f) Name of the charitable organisation to benefit from the raffle
 - g) Ticket price
 - h) Description of each prize and its value
 - i) Date, time and location where the raffle will be drawn
 - j) Method of publication or notification of results
- Value of tickets available must not be less than twice and not more than six times the total value of the prizes
- The method of draw must allow each ticket a random and equal chance of winning
- The first ticket drawn must win first prize. "First prize" is defined as the most valuable prize offered in the raffle
- The draw must be conducted on the day printed on the ticket which is not more than 14 days after the proposed last ticket sale
- Results of draw must be published and winners notified in accordance with the method printed on the tickets
- Prizes must be delivered to winners within 28 days after the draw
- Accurate records of disposition of funds, tickets printed and distribution of prize must be kept for three (3) years
- If winner of prizes cannot be located, must keep prize for 12 months after the draw. After 12 months prize can be sold or disposed of.

Regulations for Large Raffles

- Where the total value of the prize pool exceeds \$5,000, a Minor Gaming Permit **MUST** be obtained to conduct the raffle
- Written authority of RCH Foundation required (Raffle Notification Form)
- The number of tickets printed must not exceed the number authorised by the permit
- Tickets must only be sold during the period authorised by the permit
- The following information must be printed on each ticket:
 - h) the name of the Minor Gaming Permit holder
 - i) the permit number
 - j) the ticket price
 - k) the maximum number of tickets authorised by the Minor Gaming Permit
 - l) a description of each prize and its value
 - m) time, date and location of the raffle draw
 - n) the method of notification of the results
- The raffle must be drawn on the day authorised by the permit
- The method of draw must allow each ticket a random and equal chance of winning
- The first ticket drawn must win first prize. "First prize" is defined as the most valuable prize offered in the raffle
- Results of draw must be published and winners notified in accordance with the method printed on the tickets
- Prizes must be delivered to winners within 28 days after the draw
- If winner of prizes cannot be located, must keep prize for 12 months after the draw. After 12 months prize can be sold or disposed of
- The following information must be kept for three (3) years:

- e) The manner in which tickets to the raffle were sold and how ticket sales were publicised
- f) The names of the people who sold tickets, how many tickets were sold, how many tickets went unsold and how much money was remitted
- g) When and how the raffle was drawn
- h) The names and addresses of the winners and a description (including the retail value) of their respective prizes