



RCH Foundation Fundraising Terms and Conditions

The best way to ensure a successful fundraiser is to read this document. All the important info, from logo use to insurance requirements, is included here.

If you have a question that isn't answered in the info below, contact our Community Fundraising team at rch.foundation@rch.org.au or 03 9345 5037.

The Fundraising Process

- Once fundraisers complete the Fundraising Registration Form through the RCH Foundation website, an email acknowledgement is sent confirming that the application has been received.
- Fundraising Registration Forms are reviewed and approved within 7 days. If approved, fundraisers receive a Welcome Kit including an official Fundraising Agreement. If a Fundraising Application is unsuccessful, the RCH Foundation will provide a letter detailing why the application was not approved.
- Fundraisers are welcome to create personal fundraising webpages through Everyday Hero. All funds raised via these pages are remitted to the RCH Foundation directly, reducing the need for fundraisers to handle cash donations.
- Fundraisers who will be accepting cash donations can request donation boxes from the RCH Foundation.
- Any donations received outside of MyCause fundraising pages should be remitted to the RCH Foundation within 14 days of completing a fundraiser and fundraisers must:
 - Complete the online Fundraising Activity Completion Form;
 - Deliver funds to the RCH Foundation by arrangement, with a preference for funds to be deposited directly into the RCH Foundation bank account. The RCH Foundation can also accept payments over the phone, by post or in person.
 - The RCH Foundation banking details are as follows:
Bank: Bendigo Bank
Name: The Royal Children's Hospital Foundation LTD
BSB: 633 000
Account Number: 150 063 493
Please include the Registration Number (found on your Fundraising Agreement) in the 'description'.
 - Cheques and money orders should be made payable to The Royal Children's Hospital Foundation and can be posted to:
 - The Royal Children's Hospital Foundation
Level 2, 48 Flemington Road
Parkville VIC 3052
 - The RCH Foundation will send an acknowledgement that the funds have been received.

Conduct

- Fundraisers must not solicit donations through door-to-door appeals, street collections or telephone solicitation of any kind to the public.
- Fundraisers have no power to bind the RCH or RCH Foundation in any manner whatsoever or to take any action or do any act or thing in the name of the RCH or RCH Foundation.
- Fundraisers must make it clear when dealing with public or corporate supporters that they are not representing the RCH or RCH Foundation and that they are acting on its behalf to raise funds that will be forwarded to the RCH Foundation.
- Any changes from the details provided on the Fundraising Application must be reported to the RCH Foundation within 14 days of the date of the change and before the commencement of the fundraising activity.

Using the RCH Foundation name and logo

- All fundraisers will be provided with copies of the RCH Foundation Proud Supporter logo, which can be applied to fundraising promotional materials. As social media companies like Facebook own all images uploaded to their websites, the Proud Supporter logo may not be used on any social media account. Please see the Proud Supporter logo style guide for more information on how to apply the logo.
- At no time can a fundraising activity be advertised as an official RCH or RCH Foundation event. Fundraisers can refer to their event as supporting the RCH or RCH Foundation.
- Fundraising activities can be referred to as supporting the RCH or RCH Foundation and may include phrases like "this event is proudly supporting The Royal Children's Hospital/Foundation" or "funds raised will be donated to The Royal Children's Hospital/Foundation".

Promoting your fundraising activity

- Fundraisers are responsible for generating and managing promotions and publicity for their activity.
- Any fundraising promotion must be conducted in compliance with all relevant laws and regulations. Fundraisers are responsible for any permits and authorities that may be required. Copies of all permits must be sent to the RCH Foundation.
- Any media opportunities requiring information about the RCH or the RCH Foundation must be presented to the RCH Foundation Communications team for review and approval.
- Fundraisers are not employed by or authorised to speak on behalf of the RCH or the RCH Foundation and must make clear that the activity is raising money for the RCH Foundation and that they do not represent the RCH or RCH Foundation.

Expenses and Reporting

- Fundraisers cannot incur any expenses in the name of the RCH or the RCH Foundation. The RCH and the RCH Foundation will not be held liable for any losses or expenses incurred by a fundraiser in any circumstances.
- Fundraisers may deduct any vital costs associated with organising the activity provided they are well documented, are 'fair and reasonable' and only include out-of-pocket expenses such as venue hire, catering etc.
- Expenses should not exceed 40 per cent of the total funds raised, otherwise Consumer Affairs Victoria conditions on fundraising registration must be adhered to.
- The proceeds from a fundraising activity and the complete Fundraising Activity Completion Form along with copies of receipts for all expenditure, donation boxes and

unused raffle ticket books must be forwarded to the RCH Foundation within 14 days of the conclusion of the event. Fundraisers must keep an accurate record of income, expenses and net proceeds from fundraising activities for 12 months.

- Individual tax deductible receipts can be issued by the RCH Foundation for monetary donations of \$2 or more. Please send a list detailing donor names, addresses, phone numbers, email addresses and donation amounts to the RCH Foundation for receipts to be issued. Tax deductible receipts cannot be issued for items like sponsorship, ticket purchases or event entry, donations of goods or services, raffle tickets and auction purchases. Letters of acknowledgement can be provided for donations of goods.

Complying with Laws

- Fundraisers must obtain and abide by all state or territory legislation, including the Victorian Commission for Gambling and Liquor Regulation guidelines on raffles and alcohol permits. Appropriate local council permits (including food handling), VicRoads and Victoria Police permits and approvals must be obtained.
- The fundraiser must comply with any obligations outlined in the Fundraising Act 1998 and must apply for any permits, licenses, insurance and authorities that may be required. This is inclusive of all raffles, bingo, vending tickets, other games of chance or any public appeal. Different states have their own legislation, which should be checked beforehand with the state or territory government or local council. Fundraisers are responsible for reviewing and ensuring compliance with relevant legislation.
- Copies of any permits obtained must be sent to the RCH Foundation prior to the fundraising activity.
- In the likelihood your activity will raise in excess of \$20,000, you must register your fundraising activity with Consumer Affairs Victoria. There is no cost to register.

Insurance

- The RCH Foundation insurance policy does not cover activities conducted by outside organisations and groups. All insurance cover required (eg. public liability or wet weather insurance for outdoor events) is the fundraisers' responsibility.
- All fundraisers must release the RCH Foundation from and indemnify the RCH Foundation against any liability for any injury, accident or other loss, whether physical or financial, suffered by fundraisers in the course of conducting a fundraising activity.

General

- The RCH Foundation reserves its right to terminate a fundraising agreement at any time if it appears that a fundraiser is failing to adhere to any of the terms and conditions.
- It is the fundraisers' responsibility to minimise any risk associated with the fundraising activity and ensure the safety of the event, volunteers and personnel.
- All fundraising activities must be moral, ethical and not involve any industries that are in conflict with the values and purpose of the RCH or the RCH Foundation.
- We welcome fundraisers of all ages, but if you are under 18 years of age please ask your parent/guardian to complete the form on your behalf.