

THE ROYAL CHILDREN'S HOSPITAL

# Auxiliaries Toolbox

Everything you need to know about the RCH Auxiliaries, from responsibilities and management to event registration and exclusive communications.



The Royal  
Children's  
Hospital  
Foundator



The Royal Children's Hospital (RCH) Auxiliaries are comprised more than 55 Auxiliaries groups and over 350 members from across Victoria. The primary goal of the RCH Auxiliaries is to raise funds for the RCH. Auxiliaries are also a fun way to connect with like-minded people and build great friendships. The Auxiliaries form a part of the RCH Foundation, the fundraising arm of the hospital.

Governed by the Auxiliaries Executive Committee, the RCH Auxiliaries have been raising funds for the hospital since 1922 under the mission: "One team working towards one goal - making sick kids better." They raise funds in myriad ways for many special causes across the RCH.

**This online toolbox is designed to assist you in setting up and running an RCH Auxiliary. Below you will find everything you need to know about the RCH Auxiliaries, from responsibilities and management to event registration and exclusive communications.**

**PRINT THIS TOOLBOX**

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# Setting up an Auxiliary

Congratulations and thank you for deciding to establish a new RCH Auxiliary.



RCH Auxiliaries are a part of the RCH Foundation and are supported by a dedicated team of fundraising specialists. The primary goal of the RCH Auxiliaries is to raise funds for the RCH. Together with the RCH Foundation, you can choose what areas of the hospital your funds will support.

Establishing a new Auxiliary is an easy and fun way to support the RCH with your friends and/or family.

Please follow the below steps to get started:

1

Gather a group of like-minded friends or family members together who would like to fundraise for the RCH

2

Contact the **Manager, Auxiliaries and Fundraising** to set up a welcome meeting

3

Decide who will be your **Office Bearers**. Each Auxiliary is required to have a President and, if you maintain an external bank account, a Treasurer. You can have other officers of your choosing, such as a Vice-President or Secretary

4

Choose the name of your Auxiliary

5

Ensure that each Member of your Auxiliary meets the criteria for and complies with the **Auxiliary Member Responsibilities** (including completing a [Police Check](#) and [Working with Children Check](#))

6

Decide what area/s of the hospital you would like to support. You can direct your funds to the area of greatest need or to a specific area within the RCH, as agreed with the RCH Foundation

7

Sign a [Memorandum of Agreement](#) for your new Auxiliary. This authorises your Auxiliary to fundraise for the RCH and provides insurance coverage

8

Arrange your photo ID with the RCH Foundation, to wear when you are onsite at the hospital

# Auxiliary Member Responsibilities

The RCH Auxiliaries play an integral part of the hospital.



As an Auxiliary, you are also representing the RCH Foundation at the hospital and at external fundraising events and activities. As such, it is important that all Auxiliary Members follow and adhere to certain responsibilities while upholding the [values of the RCH Foundation](#) at all times.

**These responsibilities include:**

- Being respectful to each other, RCH staff, RCH supporters and all external contacts
- Being accountable, punctual and reliable
- Respecting confidentiality
- Being honest
- Asking for support or clarification from the RCH Foundation when needed
- Ensuring the Auxiliary fundraises exclusively for the RCH
- Holding a valid [Working with Children \(WWC\) Accreditation](#). Please contact the **Auxiliaries Coordinator** for assistance with obtaining a WWC Check
- Undergoing a National Police Check. Please contact the **Auxiliaries Coordinator** for assistance with obtaining a Police Check
- Wearing an Identification Badge at all times when at the RCH or when conducting business or attending fundraising events or activities on behalf of an RCH Auxiliary. A picture Identification Badge will be provided to each Auxiliary Member by the RCH Foundation when your National Police Check and WWC have been completed.

# Running and managing an Auxiliary

The primary goal of an RCH Auxiliary is to raise funds for the hospital but being a part of an Auxiliary can also be a lot of fun!





There are certain requirements for running and managing an RCH Auxiliary, which are detailed below. If you have any questions about operating or managing your Auxiliary, please contact the **Manager, Auxiliaries and Fundraising** for assistance.



## Meetings

Auxiliaries can hold formal or informal meetings throughout the year. If important decisions are made at any meeting then:

- a quorum (as listed in your [Memorandum of Agreement](#)) must be present
- the meeting should be minuted and the minutes of such meeting should be sent to the **Manager, Auxiliaries and Fundraising**.



## Record keeping

A Membership Register (i.e. a list of your Auxiliary members) should be kept up to date and provided to the [Auxiliaries Office](#) at the RCH Foundation. Copies of receipts issued to donors on behalf of your Auxiliary should be kept for seven years (either electronically or in hard copy). You can visit [nfplaw.org.au/fundraising](http://nfplaw.org.au/fundraising) for more information on record keeping.



## Annual reports

Each Auxiliary should complete an annual report each year on or around the time of its AGM. Please submit a copy of this to the [Auxiliaries Office](#) at the RCH Foundation.

An overarching Auxiliaries annual report is prepared each year by the RCH Foundation and the AEC.

The Auxiliaries Annual Report incorporates the Annual Reports submitted by each Auxiliary and documents the story of Auxiliaries over the past 12 months. Auxiliaries are welcome to submit suggestions for feature stories for the Auxiliaries Annual Report to the Auxiliaries team at the RCH Foundation, no later than February each year. The Auxiliaries Annual Report is available to all Auxiliaries and the public after the annual AGM.



## Banking and bank accounts

### Banking administration and assistance

The **Auxiliaries Coordinator** can assist each Auxiliary with the management of your banking and fundraised monies. This includes banking funds raised and paying tax invoices for your Auxiliary's expenses.

### Special Purpose Accounts (SPAs)

Each Auxiliary is allocated a Special Purpose Account (SPA) by the RCH Foundation. This is a separate and distinguishable account held by the RCH Foundation on behalf of each Auxiliary. All monies received from fundraising must be banked into the Auxiliary's SPA or into an approved external bank account. Any external bank accounts need to be pre-approved by the **Manager, Auxiliaries and Fundraising**.

Any funds from external accounts must be transferred into a SPA. Please note that an external bank account will only be approved in exceptional circumstances.

Each SPA will earn interest at a rate negotiated by the RCH Foundation and the interest will be added to the balance of that Auxiliary's account.

A SPA statement is produced by the RCH Foundation each month and sent to the Treasurer of each Auxiliary. The Treasurer should check this statement to ensure it is correct. Please contact the **Auxiliaries Coordinator** immediately to discuss any queries. No changes can be made to SPA records after the close of the financial year.

### **Making deposits into your SPA**

You can make a deposit into your SPA at any point in time. Fundraising monies should be banked as soon as possible after being raised. It is essential that all monies brought in to or sent to the [Auxiliaries Office](#) at the RCH Foundation are clearly identified. Please accurately describe how funds were raised (i.e. event, ticket sales, stalls, etc) or by whom they were donated. This ensures the funds will be coded properly into your account. If you need assistance with deposit making, please contact the **Auxiliaries Coordinator**.

### **Paying tax invoices from your SPA**

All tax invoices should be pre-approved by the **Manager, Auxiliaries and Fundraising**. Once approved, tax Invoices can be paid from an Auxiliary's SPA by sending the relevant invoice to the **Auxiliaries Coordinator** for payment. Please ensure the ABN on each tax invoice for the issuing company is correct. If everything is submitted correctly, it usually takes two to three working days for a vendor to receive their payment.

### **Reimbursements from your SPA**

If an Auxiliary member makes a payment on behalf of your Auxiliary from your personal funds, they can be reimbursed from the Auxiliary's SPA, subject to approval from that Auxiliary's Officers. The Auxiliary member seeking reimbursement must provide the original tax invoice and receipt to the **Auxiliaries Coordinator**, who will organise the reimbursement.

### **Grant payments**

Grants to the RCH will be paid from an Auxiliary's SPA in accordance with the agreed terms of each grant

### **External bank accounts**

Generally, Auxiliaries must bank all fundraised or donated monies into your SPA and must not hold any other bank account. In some special circumstances, an Auxiliary may seek approval from the **Manager, Auxiliaries and Fundraising** to hold an external bank account. If an Auxiliary holds an external bank account, you must comply with the following rules:

- the Auxiliary must appoint a President and a Treasurer who will receive monies, issue receipts and make payments from the external bank account
- accounts must be authorised by the Treasurer and countersigned by the President

- the Treasurer must submit a financial report at the end of each major function or at the end of each financial year to the **Manager, Auxiliaries and Fundraising**
- at least once per year, the Auxiliary's books must be examined and audited by an auditor who must be a member of a recognised institute of accountants
- only minimal funds (up to \$1,000) should be held in an Auxiliary's external bank account. the Auxiliary must appoint a President and a Treasurer who will receive monies, issue receipts and make payments from the external bank account
- accounts must be authorised by the Treasurer and countersigned by the President
- the Treasurer must submit a financial report at the end of each major function or at the end of each financial year to the **Manager, Auxiliaries and Fundraising**
- at least once per year, the Auxiliary's books must be examined and audited by an auditor who must be a member of a recognised institute of accountants
- only minimal funds (up to \$1,000) should be held in an Auxiliary's external bank account.



## General financial administration

### Financial year

The financial year for the RCH Auxiliaries runs from 1 March to 28 February. All Auxiliaries must accurately track and report income and expenses incurred during each financial year. On or before 20 February each financial year, each Auxiliary must transfer to the RCH Foundation the net amount of monies it received as a result of its efforts and activities over the past financial year.

### Handling money

Generally, if you are handling money on behalf of an Auxiliary, you must comply with the following:

- petty cash must be receipted and kept in a locked box in a secure place at all time
- 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 BPay
- all donations or contributions being made to the RCH should be paid via the [Auxiliaries Office](#) with the cheque made payable to "The Royal Children's Hospital" or "The Royal Children's Hospital Foundation".



## Insurance and liability

All Auxiliaries are covered by the RCH Foundation's Public Liability Insurance. A copy of the Certificate of Currency is available from the [Auxiliaries Office](#). The policy covers staff, Auxiliary members and the public who attend an Auxiliary fundraising event in the event of negligence in respect of Third Party Property Damage or Bodily Damage. An individual Auxiliary is not obliged to seek any further form of public liability insurance. However, individual Auxiliaries are liable for any damage to property caused during a fundraising event. Any claim up to \$2,500 must be met by the relevant Auxiliary, as this is the excess of the RCH Foundation's policy. An Auxiliary is liable for money misappropriated or stolen by an Auxiliary member. The AEC members will not be personally responsible for any liabilities incurred by an individual Auxiliary.

# Funding process

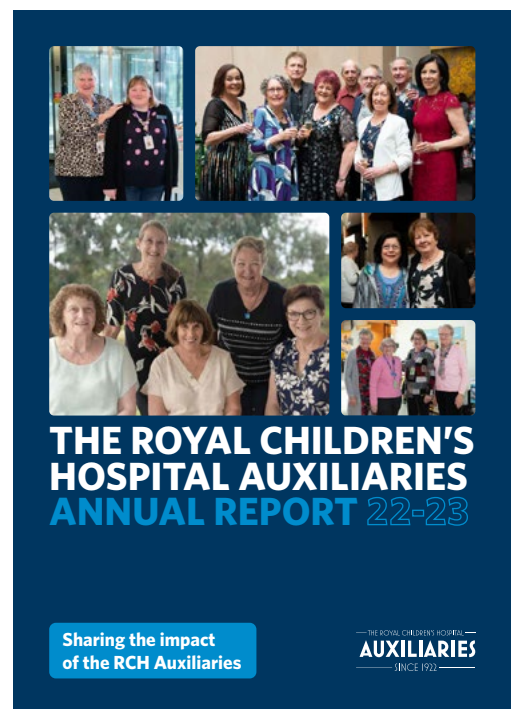
Auxiliaries raise funds to support the RCH.



These funds may be tied to a certain area or department within the hospital. Through the granting process, the RCH establishes its funding priorities. The RCH Auxiliaries then work with the RCH Foundation to identify and distribute fundraised monies to the RCH in line with these priorities.

To learn more about the granting process, please contact the **Manager, Auxiliaries and Fundraising**.

Read more about the impact funds raised by the Auxiliaries are having across the RCH in the [Annual Report](#).



# Fundraising and events

The primary objective of RCH Auxiliaries is to raise funds for the RCH.



There are a variety of ways in which individual Auxiliaries can raise funds including holding events, receiving donations, working at the Gratitude Hub, Stalls or Pods at the RCH, selling raffle tickets, holding auctions or collecting money in Good Friday Appeal tins. Below are some helpful guidelines on fundraising. Any fundraising undertaken by an Auxiliary must comply with the [RCH Foundation's Fundraising Terms and Conditions](#).

Auxiliaries are not permitted to donate any funds raised to another charity or organisation. Additionally, Auxiliaries are not permitted to engage consultants or paid staff in relation to fundraising efforts.



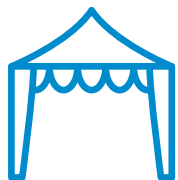
## Donations

Donations of cash, goods or services can be made to the RCH Foundation via an Auxiliary. The RCH Foundation's donation policy can be found [here](#).

Cash donations are preferred. If a cash donation is made via an Auxiliary, a receipt must be provided. Receipt books are available from the [Auxiliaries Office](#). All donations over \$2 must be receipted accordingly. Please direct any questions about tax deductibility to the [Auxiliaries Office](#).

Only some goods and services can be accepted by the RCH Foundation as a donation. Please see the RCH Foundation's policy on donations of goods and services for further information. Donations of goods or services are not tax deductible however an acknowledgment (but not a receipt) should be provided for any donations of this kind.

Auxiliaries may seek donations from companies or individuals. However, prior to approaching a company for a donation, please obtain approval from the **Manager, Auxiliaries and Fundraising** to avoid multiple or conflicting requests for donations.

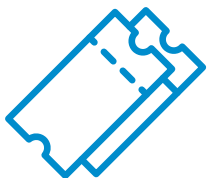


## Events

Auxiliaries may hold events to raise funds for the RCH. Prior to holding an event, an [Event Notification Form](#) must be completed and returned to the [Auxiliaries Office](#). Once approved by the Auxiliaries Office, fundraising events will be covered by the RCH Foundation's Insurance Policy. They can also be advertised on the Events page of the RCH Foundation website.

All functions and events held by an Auxiliary must be for the exclusive benefit of raising money for the RCH. Auxiliaries should ensure costs are kept to a minimum in order to maximise the funds raised for the hospital. As such, an event should never cost more than 20 per cent of the total funds raised at the event. Please note that event tickets are not tax deductible.

Should any Auxiliary member wish to invite an RCH Clinician or RCH Staff Member to an Auxiliary event, the group's President must contact [Declan Lourey, Auxiliaries and Fundraising Manager](#) with the event date and time. The Manager will contact the corresponding Department to check the RCH Team's diary. The Manager will come back to the Auxiliary to advise if a representative from the team can attend. Should the Auxiliary wish for the RCH Staff Member to speak at their event, this must also be requested in advance approved by the Manager. **All requests must be made at least four weeks prior to the event date.**



## Raffles

Auxiliaries may hold raffles to raise funds for the hospital. Prior to holding a raffle, a [Raffle Notification Form](#) must be completed and returned to the [Auxiliaries Office](#). The Auxiliaries Office will then arrange printed raffle tickets (at that Auxiliary's expense) in accordance with the information submitted on the Raffle Notification Form. Raffle prizes can include goods or services but cannot include cash, stocks or shares (unless the cash comprises 10% or less of a travel or accommodation prize). [Here](#) is a handy Raffle Guide to guide you.

The Victorian Commission for Gambling and Liquor Regulation sets out certain rules and guidelines that apply to raffles. There are different rules and guidelines for small raffles (where the prize pool is less than \$500), medium raffles (where the prize pool less than \$5,000) and large raffles (where the prize pool is more than \$5,000). You can find the rules and guidelines for all raffles [here](#).

Please note that raffle tickets are not tax deductible.

Should your Auxiliary wish to hold an auction please contact the [Auxiliaries Office](#).



## Gratitude Hub

The Gratitude Hub is a retail shop and fundraising centre, located on Main Street at the RCH.

The Gratitude Hub sells a collection of products including homewares and gifts, with proceeds supporting the hospital. It also features interactive donation stations and collateral such as the latest RCH Foundation publications and campaign videos for visitors to engage with.

The Gratitude Hub is partially staffed by Auxiliary volunteers. Profits from the Gratitude Hub are then distributed to any Auxiliary that actively volunteers there, according to the percentage of hours worked over a year. All Auxiliaries are eligible to volunteer at the Gratitude Hub. If you would like to volunteer, please contact the [Gratitude Hub Coordinator](#).

The Gratitude Hub also sells a range of Auxiliaries products online through its [website](#). If you would like to find out how to sell products online, please contact the **Manager, Auxiliaries and Fundraising**.



## Cart, pod and market day stalls

Auxiliaries can also fundraise by selling goods or raffle tickets via the cart, pod or market day stalls at the hospital. If you would like to take part in a cart, pod or market day stall, please contact the **Auxiliaries Coordinator**, who will assist with making a booking. The cart, pods and market day stalls are very popular, and bookings are allocated via a formal allocation system annually in October for the following year. Should you wish to register your interest, please complete [this form](#) and return to the **Auxiliaries Coordinator**.

When fundraising on a pod at the hospital, an Auxiliary must ensure:

- the selling space around the pod is not extended by using trestle tables or the like. Racks and tubs can be used to display merchandise



- a key to the pod drawers is obtained from the RCH Gratitude Hub during normal operating hours. When you leave for the day, drawers must be locked and the key returned to the Gratitude Hub. If you need access before or after normal business hours, this must be arranged with the **Auxiliaries Coordinator**.
- all unsold goods are removed at the end of the day and the area is left clean, tidy and free from all rubbish.

### Safety standards for goods sold

Generally, all items sold by an Auxiliary to raise funds for the hospital must comply with mandatory safety standards. Please see the [Product Safety Australia](#) website, which has an up to date list of items for which there are mandatory safety standards and those which are banned. All food products offered for sale must comply with the [Victorian Department of Health and Human Services' regulations](#) and must be properly [labelled in accordance with such standards](#). Additionally, any Auxiliary members who make food for sale at the RCH must attend and pass a Food Handling and Hygiene course. This course can be undertaken at the hospital at no charge. Please contact the **Auxiliaries Coordinator** to arrange attendance. If you have any questions about whether an item meets the required safety standards, please contact the [RCH Safety Centre Senior Project Coordinator](#).

For all current Hospital advice around selling food on your stalls please contact **Auxiliaries Coordinator**.

### Market Days

A number of market days are held annually in Main Street at the RCH. These usually include:

- Paddy's Market (generally held in March)
- Winter Market (generally held in June)
- Spring Market (generally held in September)
- Andy's Market (generally held in November)
- Christmas Market (generally held in December)

Please contact the **Auxiliaries Coordinator** for a list of upcoming market days.

### Security on the cart, pods or stalls

Should an incident occur where goods are stolen from a cart, pod or stall, please report this to the [Gratitude Hub Coordinator](#) and the **Manager, Auxiliaries and Fundraising** immediately. Security staff will then be made aware of the incident.



### Fundraising tins for Good Friday Appeal

Auxiliaries can use fundraising tins from the Good Friday Appeal to collect money. Tins can be collected from the [Auxiliaries Office](#) and must be returned here unopened to be transported to the Good Friday Appeal Office for opening and counting. Money collected by an Auxiliary in these tins will be attributed to that Auxiliary.



## Grants from Trusts and Foundations

Auxiliaries cannot submit applications to external Trusts or Foundations for funding. All applications submitted to Trusts or Foundations on behalf of the RCH are coordinated through the RCH Foundation. If an Auxiliary member has contact with a Trust or Foundation and has been asked to submit an application in relation to an Auxiliary or the RCH, please contact the **Manager, Auxiliaries and Fundraising**.



## Fundraising online

Auxiliaries can create an online fundraising page via MyCause to collect donations. The online fundraising page can be customised with an Auxiliaries' own information and images. The fundraising page will have a unique web address so the link can be easily shared on social media, websites or email. People who donate through the fundraising page can leave a supportive message and will also immediately receive a tax deductible receipt by email. Visit the [Online Fundraising Hub](#) to learn more or contact **Manager, Auxiliaries and Fundraising**.

# RCH Auxiliaries working together

The RCH Auxiliaries come together as a group for joint meetings and functions throughout the year to discuss general Auxiliary matters and to network, socialise and learn from each other.



The RCH Foundation helps to facilitate ongoing communication to keep Auxiliaries in touch with each other and the RCH throughout the year. Additionally, each year the Auxiliaries join together to honour outstanding Auxiliary members who exemplify the values and loyalty of the RCH Auxiliaries.



## Auxiliary communications

### Webpages

The [RCH Auxiliaries webpage](#) is full of helpful information for Auxiliaries. Additionally, each Auxiliary has your [own webpage](#) on the RCH Foundation's website. You can use this page to share information about your Auxiliary and highlight events, news or milestones. Please note that an Auxiliary may not set up a webpage outside of the RCH Foundation website without approval from the RCH Foundation's Communications Manager.

### The Auxiliaries Digest

The Auxiliaries Digest is an online newsletter sent to Auxiliary members four times a year. It contains all the latest news about the RCH Auxiliaries including a message from the President, new fundraising opportunities, stories from past events and the calendar of upcoming events.

### RCH Foundation e-Newsletter

The RCH Foundation also distributes a monthly online newsletter to subscribers. This contains the latest information and news from the RCH Foundation, including RCH patient stories, projects and initiatives funded at the hospital, profiles on donors and fundraisers and a list of upcoming events. You can subscribe to the RCH Foundation e-newsletter by filling out the form at the footer of the RCH Foundation's website.

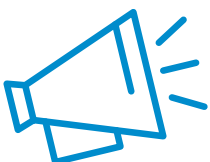


## Stationary

A special Auxiliary letterhead and RCH Foundation envelopes are available to all members free of charge from the RCH Foundation's offices. If you require additions to this letterhead including your Auxiliary details, request can be submitted to the Auxiliaries Team and will be assessed on a needs basis. Approved updates may take up to 1-2 weeks to receive back.

Please note, Auxiliaries cannot use RCH or the RCH Foundation letterhead for their communications, and must use the specific Auxiliary branded options.

To request stationery please contact the **Auxiliaries Coordinator**.



## Promotions and publicity

### Promotional activities and collateral

The RCH Foundation produces a range of collateral each year to promote the RCH Auxiliaries. Additionally, Auxiliaries may produce your own collateral in conjunction with the **Manager, Auxiliaries and Fundraising**.

### Publicity

Any publicity for an Auxiliary event, activity or function needs to be discussed with the **Manager, Auxiliaries and Fundraising**. Any contact with the media must be made through the Communications Manager at the RCH Foundation, with the exception of advertising or promoting an Auxiliary event in a local newspaper. No Auxiliary

member can contact a media outlet without approval from the RCH Foundation Communications Manager.

Any adverse or negative publicity relating to an Auxiliary should be brought to the immediate attention of **Manager, Auxiliaries and Fundraising**.



## Recognition and awards

### Madge Tate Service Award

This prestigious award recognises an eminent Auxiliary member's dedicated and extraordinary service not only to your own Auxiliary but to the wider Auxiliaries community. You can find the nomination form and guidelines, including selection criteria, [here](#).

### Living Treasure award

The Living Treasure Award was established to recognise Auxiliary members who have dedicated themselves to supporting the hospital and have made a significant contribution to your Auxiliary. You can find the nomination form and guidelines, including selection criteria, [here](#).

### Long service badges

Long service badges are awarded to Auxiliary members to recognise your long term commitment to supporting the hospital. Long service badges are available from the RCH Foundation offices and are presented for every five years of service. Presentations are made at the Auxiliaries AGM each year. Each Auxiliary must notify the **Auxiliaries Coordinator** detailing which members are eligible to receive a long service badge.

### Certificate of appreciation

The RCH Foundation is incredibly grateful to the RCH Auxiliaries for your commitment and dedication to raising funds for the hospital. To download a special certificate of appreciation, please click [here](#).

### Combined Auxiliary Meetings

All Auxiliary members are invited to attend Combined Auxiliary Meetings which are held at the RCH Foundation several times a year. These meetings are less formal than the AGM and allow an opportunity for Auxiliary members to network with one another, provide feedback and suggest new ideas on Auxiliary related matters.



## Joint meetings and functions

### Auxiliaries Annual General Meeting (AGM)

The Auxiliaries AGM is held at the RCH in or around August each year. All Auxiliary members are encouraged to attend this meeting, which includes reports from the President and the **Manager, Auxiliaries and Fundraising**, talks from the RCH team and award presentations.

### Auxiliary Christmas function

A Christmas function is held each year in late November/early December. This event is a thank you to all Auxiliary members for your fundraising efforts throughout the year. There is a nominal fee to attend the function in order to cover the costs.

# Resources and helpful information

Here you'll find some helpful resources.





## The RCH Foundation ABN

The RCH Foundation ABN is 15 007 143 142



## Emergencies

If an emergency occurs in relation to your Auxiliary, you should take any necessary precautions, immediately call 000 and follow all directions provided. Auxiliary members must follow all Emergency procedures while at the RCH. These procedures are detailed on the back of your identification badge.

If you are at the RCH and an Auxiliary member requires emergency medical attention, do not proceed to the RCH emergency department. Please call 000 immediately and follow all directions.

You can find out more information on emergencies [here](#).



## Fundraising Resource Centre and other meeting rooms at the RCH

The Fundraising Resource Centre is located within the RCH Foundation offices on the 2nd floor at 48 Flemington Road. This space is available to all Auxiliaries and fundraisers. It is a large, open plan space equipped with a photocopier, meeting rooms, a library and work area. Auxiliaries are encouraged to use this space to be creative, hold meetings and or plan events. Additionally, you can also book a meeting room at the RCH by contacting the **Auxiliaries Coordinator**.



## Parking at the RCH

An Auxiliary member does not need to pay for parking at the RCH if you are attending the hospital for Auxiliary business. Exit parking tickets are available from the RCH Foundation office or the Gratitude Hub. Please park on level B3 when attending the RCH.



# Auxiliaries Executive Committee

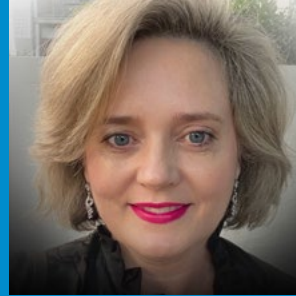
The Auxiliaries are governed by a dedicated AC. Here are the members who make up the 2022 - 2025 committee.



**Tiffany Lucas**  
President, RCH Auxiliaries



**Jan Gilbertson**  
Vice President, RCH Auxiliaries



**Charlotte Spencer-Roy**  
Secretary



**Ruth Murray**  
Chair, Fundraising Committee  
and general member



**Robyn Anderson OAM**  
Chair, Membership Committee  
and general member



**Jan Crockart**  
General member



**Ryan Brown**  
General member and  
Chief Executive Officer,  
the RCH Foundation



**Martin Lobb**  
Treasurer ex-officio and  
Chief Financial Officer,  
the RCH Foundation

## Patron of Auxiliaries



**Penny Fowler AM**

Penny is Chairman of the Herald & Weekly Times and News Corp Australia's Community Ambassador. Penny is also Chairman of the Good Friday Appeal, Chair of the National Portrait Gallery and Deputy Chair of the Royal Botanic Gardens, as well as sitting on various other boards.

[PRINT THIS TOOLBOX](#)

# Key contacts

If you have any other questions or enquiries, please contact a member of our team below.



**Laura Buck**  
Manager, Auxiliaries and  
Fundraising

Level 2, 48 Flemington Road  
Parkville VIC 3052  
03 9345 6491  
[laura.buck@rch.org.au](mailto:laura.buck@rch.org.au)



**Lucia Di Maio**  
Auxiliaries Coordinator

Level 2, 48 Flemington Road  
Parkville VIC 3052  
03 9345 5188  
[lucia.dimaio@rch.org.au](mailto:lucia.dimaio@rch.org.au)



**Tiffany Lucas**  
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