

# Community Fundraising Guidelines



ROYAL HOBART HOSPITAL  
RESEARCH FOUNDATION

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# Royal Hobart Hospital Research Foundation Community Fundraising Guidelines

## Thank you for your support

Thank you for choosing to raise funds for the Royal Hobart Hospital Research Foundation (the Foundation). Your efforts will make a real difference to the health and wellbeing of Tasmanians.

Every fundraiser is different, so over the following pages we've provided key information to make your experience a success.

Our team is here to help you to make sure you have a positive and rewarding fundraiser, so please reach out if you have any questions.

Thank you again for raising funds for medical research and helping create a brighter future for Tasmania.



Stephanie Furler  
CEO

Royal Hobart Hospital Research Foundation

## About the Foundation

The Royal Hobart Hospital Research Foundation is a dynamic force dedicated to improving the health and wellbeing of Tasmanians. Since the 1990s, we have worked to bridge government funding gaps to support high-impact medical research projects in Tasmania. Thanks to the generosity of people like you, we continue to empower researchers, kick-start medical research projects and enhance the well-being of our local community.

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# Steps for success

This handy guide will help you create the best fundraiser possible.

1. **Read through this kit** to find out all you need to get started.
2. **Choose your fundraising event**, with some ideas listed on the next page.
3. **Complete the community fundraising registration form** and return it to the Foundation.
4. **The Foundation will review your proposal** and then give you the go-ahead to get started, including an Authority to Fundraise form.
5. **Hold your event** and take lots of photos so we can share your achievements!
6. **Deposit your funds** and submit your paperwork to the Foundation.
7. **Celebrate your achievement**, thank your participants and be proud of your efforts to improve the health and wellbeing of Tasmanians!

## Fundraising event ideas

Are you looking for inspiration on how to fundraise for the Foundation? Here are some creative ideas to get you started.

1. **Host a bake-off:** Charge an entry fee or ask for donations to take part.
2. **Chocolate drive:** Sell popular chocolate bars or treats to colleagues, friends, and family.
3. **Host a BBQ:** Sell sausages and snacks at your workplace, school, or a local event.
4. **Morning tea:** Ask your colleagues to donate to enjoy a sweet treat at work.
5. **Host a trivia night:** Encourage donations at this fun-filled night.
6. **Charity carwash:** Offer to wash cars in return for donations.
7. **Fancy dress day:** Encourage friends to dress up and donate to the cause.
8. **Garage sale:** Sell items you no longer need.
9. **Hair challenge:** Ask your friends to donate as you shave your hair.
10. **Self-improvement challenge:** Ask for donations as you give up alcohol or sugar.
11. **Swim-a-thon:** Swim laps and challenge your friends to participate.
12. **Office swear jar:** Encourage contributions to a swear jar for each slip of colourful language.

Now that you have an idea, please complete the Community Fundraising Registration Form on page seven and return to the Foundation so we can provide you with the authority to start fundraising.





# Collecting donations

Remember any donation \$2 or over is tax deductible!

Once you have the authority to start fundraising, we recommend you set up an [online fundraising page on Grassrootz](#) which allows you to accept online donations and issue receipts automatically. The site also lets you to share your event with friends and family, upload photos and easily track your fundraising total.

We understand some supports may still like to contribute with cash or direct deposit. Once you have your Authority to Fundraise, we'll provide you with a form so you can jot down their details so the Foundation can issue them with a tax deductible receipt.

## Share your story

Once you've selected your fundraising activity and decided on how to collect donations, you can spread the word to maximise your impact. Tell your family and friends, share your story on social media, make personal announcements at local club or school events, create eye-catching posters, and even contact your local media.

## Using the Foundation's name and logo

You may wish to use the Foundation's name and logo to help you promote your fundraising activity, which we can provide on request. Please note that our name and logo should only be used to show that you are raising funds for our cause, and not imply that the Foundation is hosting the event.

A good example of how our name can be used would be "Cassie's Charity Carwash supporting the Royal Hobart Hospital Research Foundation."



# The fine print about community fundraising

We're thrilled that you're raising money to support medical research activities in Tasmania! While it's an exciting time, there are some responsibilities that come with hosting a fundraising activity for the Foundation. Below are some guidelines to help you understand what's involved and to make sure your fundraiser is a huge success.

## **Community fundraisers**

Our wonderful community fundraisers are individuals or groups who are raising money for the Foundation. As the activity coordinator, you are responsible for ensuring the activity or event complies with the law, ensuring the safety of participants and managing finances diligently.

## **Authority to fundraise**

To start fundraising, please complete the Community Fundraising Registration Form on page seven and return it to the Foundation. We will then review your fundraising plan and will issue you with an Authority to Fundraise letter - this is a legal requirement, and you cannot start fundraising without receiving this letter.

## **How the Foundation can help**

The Foundation team are here to help provide you with guidance and information to help you run a successful fundraising activity. Just reach out to the team if you would like us to promote your fundraiser through our social media channels or our website too.

## **Insurances**

As third-party fundraisers, you are not covered under the Foundation's insurance policies. We recommend you arrange your own insurance for any fundraising activity you undertake.



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# The fine print about community fundraising

## Collecting money

If you are not using the online fundraising page to collect donations, then we encourage you to set up a dedicated bank account to easily track and manage donations. To maintain financial security, only authorised individuals should have access to withdraw funds from this account.

The Foundation can also provide you with money boxes to help you collect cash at your event.

If supports have donated with cash or an online deposit, remember to write down their details so the Foundation can issue them with a tax deductible receipt.

## Record keeping

You will need to keep a record of all sources of income including ticket sales, sponsorships, and donations, as well as your expenses required to host the event. You can deduct necessary expenses from the proceeds of your event if they are minimised and adequately documented.

You may be required to provide regular financial reports to the Foundation throughout your fundraiser. We may request an audit of your activity to ensure it complies with financial management standards too.

## Transferring funds

Once your fundraising activity is over, please contact our team within 14 days to transfer the funds raised. This can be done through a bank transfer, cheque or cash – whatever is easiest for you!





## Case Study: "Be(GIN) the Cure: Cocktails for Brain Cancer Research"

Jo Kelder, inspired by her friends' battles with brain cancer, initiated the local fundraising event "Be(GIN) the Cure" to support research into this life-threatening disease.

Collaborating with a friend who owned a gin distillery, Jo conceived the idea of a fundraising cocktail night. The event's name, "Be(GIN) the Cure," cleverly combined the gin theme and the urgent need for a cure for brain cancer.

Jo's initial vision of a small gathering quickly evolved into a team of eight friends intending to sell 100 tickets and raise approximately \$25,000 for the Foundation. Before long, local gin distilleries were also donating a portion of sales to this community fundraiser to help the team reach their goal.

Thanks to generous community support, the "Be(GIN) the Cure" team quickly reached their fundraising goal. The money raised has since been used to develop a local biobank of brain cancer samples to provide future benefits to patients in Tasmania.

"Be(GIN) the Cure" is a poignant example of how passionate individuals, community support, and strategic partnerships can make real impacts for medical research and patients

# Community fundraising registration form

## About you

Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Organisation / Community Group (if applicable) \_\_\_\_\_

Organisation / Community Group Mission (if applicable)

Address \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Fundraising event details

Event name \_\_\_\_\_

Event time and date \_\_\_\_\_

Address \_\_\_\_\_

Expected number of participants \_\_\_\_\_ Fundraising target \_\_\_\_\_

Brief details of event (description, plan, aim, timeline)

How will the funds be raised (online, raffles etc)

Will you be promoting the event

Why did you choose to raise funds for the Royal Hobart Hospital Research Foundation

Will you be raising funds for a specific research area, if so where



# Agreement

I have read and agree to the Royal Hobart Hospital Research Foundation's Fundraising Guidelines.

I agree not to take part in any illegal activity or have undue risk while taking part in this fundraising activity. I also indemnify the Foundation, its staff, volunteers or agents from any loss, damage or injury arising at or from this fundraising activity.

I understand that I need to receive authorisation from the Foundation before conducting my fundraising activity and that the Foundation reserves its right to withdraw its approval for the fundraising event at any time if there is a likelihood the fundraising activity may fail or breach any terms of the Guidelines.

Signature

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Name

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Date

If the participant is under 18 years of age, parental or guardian consent is also required. Please list parental or guardian details below.

Signature

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Name of guardian

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Date

Please return to  
Royal Hobart Hospital Research Foundation  
GPO Box 1061 Hobart Tasmania 7001  
[research@rhhresearchfoundation.org](mailto:research@rhhresearchfoundation.org)

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# Contact us

If you have any questions or need assistance, please contact us:

**Royal Hobart Hospital Research Foundation**  
**Ground Floor, 22 Elizabeth Street, Hobart 7000**  
**03 6166 1319**  
**[research@rhhresearchfoundation.org](mailto:research@rhhresearchfoundation.org)**

# Thank you

Thank you for your dedication to making a positive impact on local medical research and the health and wellbeing of your Tasmanian community.

Without the support of people like you, we simply could not do the work we set out to do each year.

We look forward to working with you on your fundraising journey.

