Royal Hobart Hospital Research Foundation

Guidelines for fundraising

ROYAL HOBART HOSPITAL
RESEARCH FOUNDATION

ROYAL HOBART HOSPITAL
RESEARCH FOUNDATION

Thank you

for choosing to support the Royal Hobart Hospital Research Foundation!

Your fundraising will make an incredible difference to the health and well-being 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 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
Chief Executive Officer

About us

The Royal Hobart Hospital Research Foundation raises funds to support life-changing medical research and vital hospital initiatives across Tasmania. As the official charity partner of the Royal Hobart Hospital, the Foundation also helps to provide equipment, patient services and education programs. Every dollar raised stays local to improve health outcomes for Tasmanians.

ROYAL HOBART HOSPITAL RESEARCH FOUNDATION

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 registration form** online at Fundraise for us - Royal Hobart Hospital Research Foundation or on page 8 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 letter.
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!

ROYAL HOBART HOSPITAL RESEARCH FOUNDATION

Event ideas

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

Host a fun run or walk

Bring your community together for a walk or run, whether it's a few laps of the local oval or a scenic coastal trail. These events are inclusive, active, and perfect for teams or families.

Organise a morning tea

Invite friends, colleagues or classmates to enjoy a cuppa and some home-baked treats in exchange for a donation.

Take on a personal challenge

Set yourself a goal of cycling, swimming, hiking, or even climbing stairs and ask your network to sponsor your efforts. It's a powerful way to inspire support while doing something meaningful.

Plan a fundraising dinner or trivia night

Host a sit-down dinner, casual BBQ, or themed trivia night at home or a local venue. Add raffles, auctions, or games to boost your fundraising total.

Hold a dress up or dress down day

Get your workplace or school involved by asking for donations in exchange for wearing casual clothes, fancy dress, pyjamas or loud shirts. It's fun and simple to organise.

Run a community sports match or mini tournament

Rally your local sports team or club for a friendly competition of cricket, netball, golf, or soccer. Invite spectators, sell snacks and donate the proceeds.

Host a creative workshop or class

Share a skill or passion like painting, yoga, gardening, cooking and invite others to join in the fun for a donation. These events can be held in person or online and are great for all ages.

Create a market stall

Bring people together with a market, BBQ, music or games in a local park or community centre. You can raise funds through gold coin entry, food sales, or activity stations.

Celebrate your birthday or milestone with donations

Instead of gifts, ask your friends and family to donate to the Foundation for your birthday, wedding or special occasion. You can set up a donation page and share your story.

Join or start a month-long fundraising challenge

Encourage friends to join you in something like walking 10,000 steps a day, giving up sugar for a month or doing daily burpees. It builds momentum and is easy to promote online.

If you'd like to chat about your idea or need help setting up your fundraising page, we're here to support you every step of the way.

Email us on research@rhhresearchfoundation.org or call 03 6166 3767.

Thank you for helping improve patient care right here in Tasmania.

ROYAL HOBART HOSPITAL RESEARCH FOUNDATION

Getting started

Collecting donations

Once you have the authority to start fundraising, we recommend you set up an online fundraising page that allows you to accept online donations and issue receipts automatically. We will provide you with a link to an online platform where you can set up a tailored fundraising page. Your fundraising page will let you share your event with friends and family, upload photos and easily track your fundraising total.

We understand that some supporters may still prefer to contribute via cash or direct deposit. In this instance, we will provide you with a form to record their details, which will allow us to issue them with a tax-deductible receipt. Any donation $2 or over is tax-deductible.

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, email your colleagues, make personal announcements at local clubs or school events and create eye-catching posters.

How the Foundation can help

The Foundation team is here to help provide you with guidance and information to help you run a successful fundraising activity. The team is unable to take a coordinating role in the fundraising activity. This includes financial management, human resources, operations, sponsorship, procurement and soliciting of prizes and auction items.

However, we can promote your fundraiser through our social media channels or our website.

We ask that all media materials and media releases are approved by the Foundation team prior to distribution and that we're notified of all planned media activity in advance.

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."

ROYAL HOBART HOSPITAL RESEARCH FOUNDATION

The fine print

We're thrilled that you're raising money to improve the health and wellbeing of Tasmanians! While it's an exciting time, some responsibilities come with hosting a fundraising activity for the Foundation. As the key fundraiser, you are responsible for ensuring your event/fundraiser complies with the law, ensuring the safety of participants and managing finances diligently.

Below are some guidelines to help you understand what's involved, your responsibilities and to make sure your fundraiser is a huge success.

Authority to fundraise

To start fundraising, please complete the Community Fundraising Registration Form on page 8 and return it to the Foundation. We will then review your fundraising plan and issue you with an Authority to Fundraise letter – this is a legal requirement, and you cannot start fundraising without receiving this letter.

Upholding the Foundation's standards

Because of the nature of our organisation and the ethical standards under which we operate, there are some fundraisers/events that we cannot be associated with. We will evaluate your fundraiser and any associated sponsors against the Foundation's values and our fundraising policies before we issue an Authority to Fundraise letter.

Withdrawal of support

The Foundation reserves the right to withdraw approval of this event at any time, should you fail to comply with our Fundraising Guidelines and/or the Foundation's values.

In the event we withdraw approval, you agree to return the Authority to Fundraise letter by post or by person, return any signage borrowed from the Foundation, and remove any reference to the Foundation from your fundraising activity.

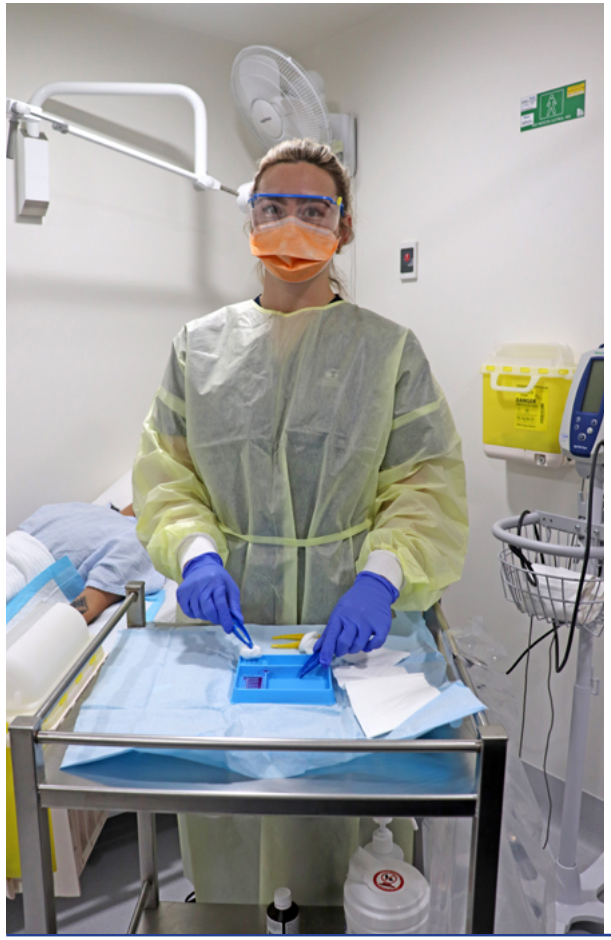
Insurances

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.

This means that we will not be liable to you or to any other person for any loss, damage, cost, or expense of any kind (including direct, indirect, or consequential losses, damages, costs, and expenses) suffered or incurred by you or any other person in connection with your fundraising event or activity.

ROYAL HOBART HOSPITAL RESEARCH FOUNDATION

The fine print continued...



Permits, licenses and consents

You are required to obtain and maintain any necessary permits, licenses, consents and authorisations required for your event. For example, permits are required by councils and shopping centres for events on their grounds and permits may be required to conduct raffles or prize draws.

Fundraising in Tasmania is overseen by CBOS (Consumer, Building and Occupational Services), a department of the Tasmanian Government. A more comprehensive description of requirements is available on their website cbos.tas.gov.au under "Clubs and fundraising – Collecting for a Charity".

There are also regulations relating to liquor licensing and the preparation of food. Please reach out to the Foundation team for advice and support if required.

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.

We cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented (please note that total expenses should be less than 40 per cent of the total proceeds).

You may be required to provide regular financial reports to the Foundation throughout your fundraiser.

Transferring funds

Once your fundraising activity is over, please get in touch with 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!

ROYAL HOBART HOSPITAL RESEARCH FOUNDATION

Community fundraising registration form

About you

Full name

Date of birth

Organisation/Community Group (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 ward in the hospital or research area? If so where?

- ☐ 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 that the fundraising activity may fail or breach any terms of the Guidelines.

Signature

Name

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

Name of guardian

Date

Please return to:
Royal Hobart Hospital Research Foundation
GPO Box 1061 Hobart Tasmania 7001
research@rhhresearchfoundation.org

SUBMIT FORM

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

GPO Box 1061 Hobart Tasmania 7001

Phone: 03 6166 3767
Email: research@rhhresearchfoundation.org

ABN 82 123 149 440

Thank you

Your dedication and generosity will make a positive impact on the health and wellbeing of your Tasmanian community. We look forward to working with you on your fundraising journey.

ROYAL HOBART HOSPITAL
RESEARCH FOUNDATION

FIA ORGANISATIONAL MEMBER

REGISTERED CHARITY
acnc.gov.au/charityregister