

\$80KM A WORLD RECORD ATTEMPT

Fundraising Kit



**Barwon
Health**
Foundation

Helping little heroes fly!

Thank you for joining us on this monumental 80km challenge. We appreciate each and every one of you for jumping on board and making sure we smash this record out of the ball park.

With your help we can help researchers find more important information about cancer. Running your own event is a great way to support the challenge - your friends and family can also volunteer.

Please make sure you receive your signed Community Fundraising form before you start your fundraising! That way we can help throughout the whole process.

We are here to help with your fundraising event or activity - get in touch with us and ask any questions you like! We've done this for a long time; so any bump in the road you may face... we've probably been there!

The Process:

1 Choose your fundraising activity (some examples below).

- Coin Collection (let us know if you need tins).
- Wine Nights (we love working with Dale at Wine Domaine).
- BBQ's (Bunnings are so helpful with these, as are Mitre 10 and most privately own butchers).
- Chocolate Drives (Cadbury's have a great easy to use website www.fundraising.com.au).
- Move Nights (The Pivotonian for smaller nights or Village Cinemas for BIG ones).
- Spring Flower sales (www.fundraiserexpress.com.au can organise all this for you).
- Entertainment Books (www.entertainmentbook.com.au ... Bonus is, your friends and family save on all the good things).
- Trivia Night (a bevy of questions available online).
- Coin Collection (let us know if you need tins).
- Bingo Night
- Soup days.
- Raffles.

2 Register your fundraising activity.

Register your fundraising activity with us by completing and returning the registration form and activity agreement making sure you have read and understood the terms and conditions.

You should also check the Dept. of Consumer Affairs website to determine whether you need to register your fundraiser with them.

Read the information about fundraising at www.consumer.vic.gov.au then click on "clubs and not-for-profits" to view the specific activities that require registration.

3 Approval.

We will contact you within 3 working days via email or phone to approve your event. If you don't hear from us, please feel free to phone! We haven't forgotten you, promise! We may just need a little nudge.

4 We are here to help.

Please feel free to contact us! We have lots of fundraising experience in our little team! We've seen it all!

Phone: 4215 8904 or Email: hayley.johnston@barwonhealth.org.au

5 Run your fundraising activity.

6 Return your funds within 14 days of finishing your fundraising activity.

7 Receipting / Recognition process.

If you need the Barwon Health Foundation will issue tax deductible receipts as well as thank you letters to your supporters.

8 Certificate of Appreciation.

We love your work! Let us know if you want to arrange a cheque hand over or photo! We will send you a certificate to say a BIG old thank you!

We also have some great online tools which can help with your fundraising - through www.everydayhero.com/us you can link straight up the 80km challenge and forward the web link through social media to your family and friends! Easy peasy!

The Hairy Stuff:

This agreement provides the basis for a fundraiser / event to be organised by the Fundraiser in conjunction with the Barwon Health Foundation.

If accepted, by signing and returning the attached fundraising registration forms, these terms and conditions will form the basis of any dealings between the Barwon Health Foundation and the Fundraiser in relation to the fundraiser / event.

Upon the Barwon Health Foundation entering into this agreement with the Fundraiser, they will send the Fundraiser an authorisation letter confirming approval of their activities. The Fundraiser is not authorised to use the Barwon Health Foundation / Barwon Health as its beneficiary charity until it has received the approval letter.

Barwon Health Foundation Involvement:

The fundraising activity shall be conducted in the Fundraiser's own name and is the sole responsibility of the Fundraiser.

However, please keep the Barwon Health Foundation updated to a reasonable level.

The Barwon Health Foundation can offer suggestions, answer enquiries and review any media releases you prepare. However, Foundation staff are unable to take on a coordination role in all independent activities and events.

The Barwon Health Foundation does not have the resources to assist in soliciting prizes, organising publicity or promotion, or providing goods or services to assist the Fundraiser in the running of the activity unless expressly agreed prior to authorisation of the event.

If you would like a representative from the Barwon Health Foundation or Barwon Health to attend your fundraiser or play a part in your proceedings, requests can be made directly through the Barwon Health Foundation.

Please allow sufficient time for your request to be organised and it is subject to availability of the relevant personnel.

Acknowledging the Barwon Health Foundation / 80KM Challenge:

If the Fundraiser wishes to refer to or promote the Barwon Health Foundation or 80KM Challenge it needs to be made very clear that the fundraiser's event is supporting the Barwon Health Foundation / 80KM Challenge but not a Barwon Health Foundation / 80KM Challenge event.

Recommended wording includes;

- "This event proudly supports the 80KM Challenge"
- "Proceeds from this event will support the 80KM Challenge"
- "Funds raised will be donated to further cancer research"

Use of the Barwon Health Foundation/80KM Logo

If the Fundraiser wishes to utilise the Barwon Health Foundation or 80KM logo on any materials or products a minimum pledge of \$500 is required.

Any material or products requesting logo representation must be submitted to the Barwon Health Foundation for approval prior to going to print or being published - this includes online promotional material.

Instead of using logos, the Barwon Health Foundation may sanction the use of a line of copy stating the relationship between the Fundraiser and the Foundation for all fundraiser promotional material instead.

Celebrity Involvement (including the Geelong Cats)

Due to the number of demands placed on celebrities to support the 80KM Challenge, any approach made to these public personalities must be discussed with the Barwon Health Foundation prior to any contact being made.

Sponsorship and Donations:

Please familiarise yourself with the current 80KM major sponsors and supporters - they are shown on the 80KM website - www.80kmchallenge.com.au or you can discuss this directly with the Barwon Health Foundation.

Any approaches to these sponsors or supporters for financial or prize support must be discussed with the Barwon Health Foundation prior to the approach being made.

Media and Public Relations

The Barwon Health Foundation team are more than happy to discuss any ideas you may have for media materials or releases, although the execution will be up to the Fundraiser.

All marketing material, including media releases must be approved by the Barwon Health Foundation prior to being printed or circulated.

The Fundraiser is not authorised to speak on behalf of the Barwon Health Foundation or Barwon Health, only about the fundraising activity.

Insurance:

The Fundraiser should consider their exposure to personal liability for expenses, losses, shortfalls and claims arising from their events. This is important, particularly when planning high risk events.

The Barwon Health Foundation and its insurance policies do not cover liabilities arising from fundraising events, including negligence.

The Barwon Health Foundation cannot provide you advice regarding insurance cover for your event, please check with your venue and/or insurance company to confirm the level of cover you are covered by or need to purchase.

Submitting your funds:

Any funds raised need to be submitted to the Barwon Health Foundation as soon as possible after your fundraising activity. This is to ensure fast, efficient banking of the funds.

If large amounts of cash have been collection, for your own security we recommend that you submit these funds to the Barwon Health Foundation the next business day. The Barwon Health Foundation office is open Monday - Friday 9am until 5pm.

All funds should be submitted to the Barwon Health Foundation within 14 days of the fundraising activity. After 14 days you will be contacted by the Barwon Health Foundation to enquire about the funds.

Financial aspects of your fundraising:

It is a requirement of the Charitable Fundraising Act that accurate records of income and expenditure be maintained.

The financial aspects, fundraising, raffles, record keeping and management of the Fundraiser/ event are entirely the responsibility of the Fundraiser and the Fundraiser must comply with any obligations imposed on it by the Charitable Fundraising Act and associated regulations.

You can visit www.consumer.vic.gov.au to clarify your roles and responsibilities.

Barwon Health will only issue individual receipts for tax deductions for attendees/ supporters of the fundraiser/event if a donation of \$2.00 or more is made to the Barwon Health Foundation by that attendee/supporter.

The Fundraiser must keep a register of all attendees/supporters eligible for a tax-deductible receipt.

If the total of individual receipts exceeds 30 please provide an electronic version of your list to the Barwon Health Foundation for processing.

When the attendee/supporter has given money in return for goods or services i.e. a dinner or game of golf a tax deductible receipt cannot be issued.

Disclaimer:

Barwon Health Foundation reserves its right to withdraw its approval for the fundraiser / event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

Thank you for taking the time to read through the Barwon Health Foundation Community Fundraising Kit.

The above terms and conditions are to ensure you have a successful fundraising activity working within the Barwon Health Foundation expectations.

We wish you every success for your fundraising!

Application Form

aka the fun stuff

Your Name:

Phone:

Email:

.....

Name of Fundraising Activity:

Date of Activity:

What Type of Event / Activity:

Start Time of Activity:

Location of Event / Activity:
Please include venue name and address

Venue:

Cost of Ticket / Entry: \$

Address:

Estimated Donation: \$

How will you be promoting your fundraiser:

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I, _____, as the Fundraiser, and on behalf of those who are involved in this fundraising activity, have read and fully understand the guidelines we need to adhere to when implementing our fundraising activities. We understand that in addition to informing the 80KM Challenge team of our intentions we may need to register with Consumer Affairs (check the Consumer Affairs website www.consumer.vic.gov.au to clarify your roles and responsibilities and click on 'Clubs and not-for-profits' to see the specific activities that need to be registered).

We understand that Barwon Health Foundation has the right to decline our application to raise funds on behalf of the Foundation and Barwon Health.

We acknowledge that we need written approval on all printed and electronic materials used to promote our fundraiser.

We are clear that we need to communicate that the Barwon Health Foundation or the nominated beneficiary i.e. University Hospital Geelong is the beneficiary of our efforts, thus the fundraising is supporting the cause and it will be made clear that it is not a Barwon Health Foundation or Barwon Health Hospital Appeal event/fundraiser.

We acknowledge that Barwon Health Foundation and Barwon Health staff will not be held responsible for anything related to our fundraising efforts.

We understand that funds raised will contribute to the programs we nominate and that Barwon Health manages these funds in line with its business plan and relevant legislation and regulations around conducting business in the health sector.

**Please return to the
Barwon Health Foundation**

PO Box 281, Geelong VIC 3220
Ph: 4215 8902 | Fax: 4215 8936

Your Signature:

Date:

Email:
hayley.johnston@barwonhealth.org.au

80km Challenge
Representative:

Date:

www.80kmchallenge.com.au