

Thank  
you



8 babies everyday are born with  
heart disease in Australia

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# Thank you!

Thank you for choosing to support HeartKids NSW by holding a fundraising activity on our behalf.

HeartKids is the public face of Childhood Heart Disease (CHD) which is the most common birth abnormality affecting one in 100 Australian children. Eight babies every day across Australia are born with some form of CHD, that's almost 3000 per year. Something you may not know is that Heart Disease is the greatest killer of children under the age of 1 in Australia, taking more than 4 lives every week. As the only organization in NSW supporting these families, we need the help of the community so we can continue our work supporting these families and children who through no fault of their own, have contracted this devastating disease.

We receive no government funding and therefore rely solely on the generosity of the community and corporate sector to allow us to continue our important work.

This guide has been developed to help you make the most of your fundraiser whilst also allowing us to meet our requirements under the state fundraising legislation.

We are truly grateful for your support, no matter the size of your activity and thank you for your part in supporting families and children with CHD.

Warmest regards,

**DAVID ROSE**  
Chief Executive Officer

# Steps to holding a fundraiser



STEP 1

## Think big!

Think about what you want to achieve, how much you want to raise, how much time you have & what fundraiser you think will work best for you! Don't forget - the world is your fundraising oyster!



STEP 2

## Fill in the Fundraising Event Proposal

Complete the Fundraising Event Proposal from pages 6-10 on this document and send via email to [leigh.henderson@heartkidsnsw.org.au](mailto:leigh.henderson@heartkidsnsw.org.au) or post to HeartKids NSW PO Box 170, Westmead Hospital NSW 2145



STEP 3

## Official Approval

On receipt and approval of your application, an Authority to Fundraise letter complete with an event number will be provided.



STEP 4

## Time to Prepare

If you need any help or support in the lead up to your event, please email or call us on 02 9631 2600. Please also ensure any merchandise requests have at least 2 weeks notice.



STEP 5

## Event day

Your day has arrived! Good luck & thank you! All monies and reconciliation, due to fundraising legislation should be finalised no later than 2 weeks after event.



STEP 6

## Celebrate your givings!

If you need any help or support in the lead up to your event, please email or call us on 02 9631 2600. Please also ensure any merchandise requests have at least 2 weeks notice.

Sausage  
Sizzle

Sporting  
event/  
show

Golf  
Day

BBQ

Wine &  
Cheese  
Soiree

Fun  
run

Cake  
Stall

Ideas  
for your  
fundraiser

Casual  
Clothes  
Day

Car  
Wash

Karaoke  
Night

Themed  
Disco

Raffle

Blue & Red  
Work day

Movie  
Screening

Trivia  
Night

Bad Tie  
Day

# HeartKids Fundraising Policy

## Fundraising Policy – Events held in New South Wales on behalf of HeartKids NSW Incorporated

Issue No: 4

Issued By: State Manager & HeartKids NSW Incorporated Board

Approval Date: October 2011

### Introduction

HeartKids NSW Incorporated (ABN 41 660 178 267) has been granted an 'authority to fundraise' #10710 by the NSW Office of Liquor, Gaming and Racing (OLGR) which is valid until 8 July 2014. This authority to fundraise is a licence that allows HeartKids NSW Incorporated (HeartKids NSW) to conduct fundraising activities in New South Wales only and is regulated by the statutory framework of the Charitable Fundraising Act 1991 (the Act). The Act imposes penalties for offences in contravention of the Act which include fines and imprisonment if prosecuted by the OLGR.

A requirement under the Act is that anyone conducting a fundraising appeal on behalf of HeartKids NSW must apply and gain written authority to undertake the fundraising activities.

This Fundraising Policy establishes the requirements regarding how HeartKids NSW's licence can be used to conduct

fundraising in accordance with the Act. These requirements must be followed at all times by anybody raising funds on behalf of HeartKids NSW.

This policy does not seek to provide all requirements associated with fundraising. Further information is available from the OLGR.

If you have any questions, please call the HeartKids NSW office with any queries and we will be more than happy to assist you on 02 9631 2600.

### Conducting a Fundraising Event in New South Wales on behalf HeartKids NSW

We appreciate all of the support we receive from corporations, organisations and others in the community.

- The organisers must fill in the attached Event Proposal form and forward it to HeartKids NSW for approval before conducting an event.
- Once the event has been approved, HeartKids NSW will advise an Event Identification Code (EIC) to the fundraising organisation. To assist in processing all queries quickly, please quote the EIC in all correspondence to HeartKids NSW.
- The organiser of any HeartKids NSW fundraising event or activity must abide

by the Act and successfully apply for any permits and other authorities that may be required. This is inclusive of all raffles, bingo, vending tickets, other games of chance or any public appeal. If you require general guidance in this area, please contact the HeartKids NSW Community Fundraising Manager on 9631 2600. If you have specific queries about the Act, please contact the OLGR. Copies of successful permits must be received by the HeartKids NSW State Manager at least 10 working days before the event is due to commence. A failure to do so may result in your authorisation being revoked by HeartKids NSW.

- Organisers are advised to ensure they have the relevant insurance and indemnity considered legally necessary in association with any event that involves the general community or individual members of the public. HeartKids NSW's insurance policy does not cover events that are not conducted by HeartKids NSW and will not cover your Event.
- Use of the HeartKids NSW Name and the Heart Kids Australia Logo must be obtained via a written agreement with HeartKids NSW. Approval can only be given if the usage of the Name and/or Logo meets the required HeartKids NSW agreement. This agreement, if granted, will state the guidelines and terms of use.
- HeartKids would be pleased to provide posters and balloons for your event, we need at least 2 weeks notice to provide these items. If you would like any additional merchandise to sell at your event we will invoice you for these items and require payment within 4 weeks of your event along with any other money raised. All unsold merchandise must be returned within 4 weeks of the event.

- The organisers must not incur any expenses in the name of HeartKids NSW without prior written approval from the HeartKids NSW Board. All expenses must be advised to HeartKids NSW on a regular basis via completion of a supplied reconciliation sheet. HeartKids NSW retains the right to reject any incurred costs with justification and if rejected, these costs become the organisers' legal liability.
- All event proceeds must be remitted to HeartKids NSW within four weeks of completing the event or activity. This report must also include all costs, incurred or committed, that relate to the Event, this must be broken down to the relevant detail to allow HeartKids NSW to comply with the reporting requirements of the Act.

Once the event has been approved, HeartKids NSW will provide an Event Identification Code (EIC). To assist in processing all queries quickly, please quote the EIC in all correspondence to HeartKids NSW.

### HeartKids NSW Fundraising Event Proposal

HeartKids NSW is grateful for the support of generous people in the community.

A register of fundraising events enables the HeartKids NSW Board to keep in touch with supporters and to comply with legal obligations.

A copy of this form will be returned to you after your proposal has been approved. Please fill in this form and send it to:

HeartKids NSW Incorporated  
PO Box 170  
Westmead Hospital  
Westmead NSW 2145

# HeartKids NSW Fundraising Event Proposal



The HeartKids NSW Board and Staff thank you for your fundraising idea.

You will need to complete and return a signed copy of this application to HeartKids NSW to obtain our approval before you start organizing your fundraising activity. For your convenience, this form can be filled out online and emailed to [leigh.henderson@heartkids.org.au](mailto:leigh.henderson@heartkids.org.au). Alternatively, you can print this form and mail to HeartKids NSW, PO Box 170, Westmead Hospital, Westmead NSW 2145.

Please read the fundraising rules and regulation outlined in the HeartKids NSW Fundraising Policy before completing this form.

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## SECTION A Fundraiser Contact Details

Contact Person:

Title:

Mailing Address:

<input type="text"/>		
<input type="text"/>	State	Postcode

Phone (daytime):

Mobile:

Fax:

Email:

Is this the same address for merchandise delivering via a courier:  yes  No

Mailing Address:

<input type="text"/>		
<input type="text"/>	State	Postcode

HeartKids representative:

HeartKids representative contact No.:



## SECTION B Fundraiser EventDetails

### PROPOSAL

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Event Name (if applicable):

Please avoid using the words HeartKids or Heart in the title. refer to our guidelines for approved wording e.g. 'proudly supporting HeartKids NSW'

Short description of Event/Activity:

Event Location:

Proposed Start date of Activity:

End date:

### FUNDRAISINGACTIVITIES

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Selling HeartKids NSW Merchandise

date of delivery required:

Please indicate quantities required:

1	\$
2	\$
3	\$

ticket sales

ticket Price:

Amount / percentage to be donated  
to HeartKids NSW:

Raffle

ticket Price:

date drawn:

total Value of Prices:

Auction

Collecting donations -See attached receipt form

Other -Please providedetails

## BUDGET

	Income	Expenses
Raffle	\$	\$
Donations	\$	\$
Merchandise Sales	\$	\$
Auction	\$	\$
Food	\$	\$
Beverages	\$	\$
Others/donation tin	\$	\$
Entry to Event	\$	\$
Printing/Stationery	\$	\$
Postage	\$	\$
Hire	\$	\$
Advertising	\$	\$
Entertainment	\$	\$
Travelling Expenses	\$	\$
Cost of Goods	\$	\$
Props	\$	\$
Thank you Presents	\$	\$
<b>Estimated Total Budget</b>	<b>\$</b>	<b>\$</b>
<b>Estimated Total Profit</b>	<b>\$</b>	

\* Please note the event cannot be used for your own direct commercial gain or profiteering. The event must have the potential for financial success so that neither the organisers nor HeartKids NSW are liable for unpaid expenses. THE ACCEPTABLE ESTIMATED NET INCOME TO HEARTKIDS NSW SHOULD BE 60/40. (NB. 60% income funds raised for HeartKids NSW; 40% maximum expense incurred). This applies when an activity is held specifically for the purpose of raising funds for HeartKids NSW, however if an event is already being held where HeartKids NSW is nominated as the recipient charity then the organiser is required to return a "fair and reasonable portion of the gross proceeds obtained" to the recipient Charitable Organisation (refer Best Practice Guidelines OLGR).

## SECTION C

### Assistance from HeartKids NSW

Use of HeartKids NSW Logo

In which ways do you intend to use the logo?

\* Please refer to the HeartKids NSW logo and promo guidelines. Please note: all artwork using the HeartKids NSW logo and name must be approved by HeartKids NSW prior to going to print or being distributed. Please allow 48 hours for the approval process.

Listing Event on the HeartKids NSW Website

Insert a paragraph to describe the event:

I would like a HeartKids NSW speaker to attend the activity.

Please note that this is dependant on availability. If yes, a request form will be emailed to you upon approval (Put together a Bureau Form).

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## SECTION D

### Insurance

do you have Public Liability insurance for your activity?

yes  No

does the activity require permits from council / government bodies?

yes  No

\* Please see fundraising guidelines for further information

## SECTION E

### Transferring funds raised

#### PAYMENTS

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Please forward payments to HeartKids NSW within 7 working days of the event. You can transfer the funds to HeartKids NSW in the following ways:

Via bank transfer using the details below:

Bank: St George Bank  
Account Name: HeartKids NSW Inc Donations  
BSB: 112879  
Account Number: 464 722 239

By sending a cheque or money order payable to:

HeartKids NSW Incorporated  
Po Box 170  
Westmead Hospital, Westmead NSW 2145

By credit card:

Name on card:

card type:

card number:

Exp date:

cVc No:

#### DONATION SLIP

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Please add your Event code (and Surname) in the donation slip and email [leigh.henderson@heartkids.org.au](mailto:leigh.henderson@heartkids.org.au) to ensure that we received the funds and so we can make contact with a thank you. Forward this payment slip with your donation.

Name:

organisation:

Event No. (supplied by HeartKids NSW Inc.):

Amount donated:

cheque

Money order

credit card

direct debit

#### OFFICE USE ONLY

Event Approval: \_\_\_\_\_ Event Number: \_\_\_\_\_

This authority to fundraise on behalf of HeartKids NSW Inc applies only to the event described on this form.  
Signed and approved on behalf of the HeartKids NSW Inc Management committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_