

Fundraiser Guidelines

HEARTS OF HOPE AUSTRALIA LIMITED

ABN 70 110 635 517



~ Support for Families living with complex Congenital Heart Disease ~

**CORPORATIONS ACT
A COMPANY LIMITED BY GUARANTEE**

HoH Fundraiser Guidelines

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HoH Fundraiser Guidelines

Guidelines for Fundraising on behalf of Hearts of Hope Australia

The purpose of this following information is to provide members of Hearts of Hope Australia who are interested in raising funds for the organisation some guidelines to ensure these activities are carried out in a lawful manner.

It is not within the scope of this information pack to detail the legal responsibilities of the organisation but everyone engaging in charitable collections needs to be aware that not only is HoH subject to the provisions of Australian Taxation and Corporations Law but we also have to comply with regulations set out by each State/Territory in regards to charitable collections. These requirements vary from State to State and may also be dependent on the type of fundraising activity proposed. For example, there are additional requirements for conducting "street appeals", and raffles in some States.

The CEO is always available to answer questions regarding the Company's legal obligations and to assist in the planning of fundraising campaigns and events. It is suggested that contact be made with HoH before you submit fundraising proposals. Doing so will ensure that you are aware of the obligations in relation to your particular fundraiser and are able to submit all the information required by Executive Committee.

Please review our Fundraising Guidelines below which have been put in place to ensure the protection of yourself and of Hearts of Hope Australia. We recommend that you download a copy of these guidelines to keep on-hand for the duration of your fundraiser.

Fundraising Activities

There are many activities that people engage in to raise funds for organisations such as HoH. Some of these activities are not fundraising within the meaning of the term as defined by State/Territory legislation. For instance, seeking grants, membership subscriptions, members' donations and collections in the workplace are not covered by charitable collection licenses in some jurisdictions of Australia.

Furthermore, there may be other legislation HoH needs to comply with to collect funds by these methods. For this reason, and also because some State legislation requires it, all fundraising activities, including those noted above, must be approved by the governing body (Executive Committee) of Hearts of Hope Australia.

Accounting for and Banking Funds

It is crucial that all monies collected through fundraising activities are accounted for and recorded in the proper manner. How money is accounted for can be dependent on the type of fundraising activity being carried out. As an example, Donation tins left in shops need to be sealed until the fundraiser is completed, after which time it is to be opened and the donations counted in the presence of two 'approved persons'. The Executive Committee will advise you if there are any special requirements in regards to your proposal.

One thing that is common to all collections is the need to bank the proceeds in a timely manner. This should be done within a week of the completion of the activity. All such funds must be deposited in the Hearts of Hope Australia Gift fund (ANZ Account No 4970 33632 / BSB No: 016-745). Furthermore:

- Cash funds are to be banked into this account at your local branch of the ANZ bank. Under no circumstances should cash be posted or 'converted' to a personal cheque/money order (with the intention of posting the donation by post).
- Cheque donations may be sent to the Treasurer, although it is preferable that these are also deposited at your local ANZ branch.
- A deposit receipt detailing the transaction must be obtained and forwarded to the Treasurer.

Tax Receipts

Hearts of Hope Australia has been endorsed by the Australian Taxation Office as Deductible Gift Recipient under Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997.(1.1.6 Charitable institution whose principal activity is to promote the prevention or the control of diseases in human beings).

HoH Fundraiser Guidelines

As such, donations over \$2.00 are Tax Deductible. To enable members of the public to claim their donations we must issue receipts with the following information included:

- The name of the organization and the ABN (Hearts of Hope Australia Limited - ABN 70 110 635 51),
- the fact that the receipt is for a gift. E.g. Donation to the HoH Gift Fund,
- the amount of money donated or a description of any gifts of property,
- the date of the gift, and
- it must be signed by the person authorised by the Executive Committee to collect the donation.

HoH receipt books are issued by the Treasurer as they are needed. As an alternative, the treasurer may issue an electronic receipt via email if the donor is happy with this arrangement. Details of the donation (Donor name, address, phone number and email address) need to be forwarded to the Treasurer to facilitate issuing a receipt electronically.

Code of Conduct

Most State bodies responsible for regulating Charitable Collections have issued various guidelines and 'codes of conduct' for fundraisers. Anyone engaging in fundraising for HoH should familiarise themselves with these guidelines before commencing any activities.

Fundraising Proposal

If you are ready to fundraise and have a clear idea of the types of activities you would like to organise, a formal submission should be forwarded to the Executive Committee. For the reasons outlined above it is important that your submission includes full details of what you are proposing to do. This will also allow the governing body to support your activities with whatever resources are available to make your fundraiser a success.

To simplify the process and help those fundraising on behalf of HoH provide the information needed, your proposal can be submitted via the online form:

[www.hearts-of-hope.org/Support HoH/Fundraise/Guidelines](http://www.hearts-of-hope.org/Support%20HoH/Fundraise/Guidelines)

Alternatively you can use the attached Fundraising Proposal form and post or email it to The HoH Executive Committee:

Hearts of Hope Australia
39 Crystal Downs Drive
Blackmans Bay TAS 7052

Email: ceo@hearts-of-hope.org

HoH Fundraiser Guidelines

Information Pack for Fundraisers

As stated above the Executive Committee will provide any information you need to support your fundraising efforts. However, some details will be needed for all activities and the following information is provided for this purpose. This information may also be handed out to third parties to support your fundraising endeavors.

ABOUT HOH

Hearts of Hope Australia Limited was incorporated as a Company Limited by Guarantee on the 23rd of August 2004. We are a charitable and non-profit organisation that was set up for the benefit of members of the public who suffer from and/or are interested in Complex Congenital Heart Disorders. The Australian Taxation Office has endorsed the organisation as a Health Promotion Charity and as a Deductible Gift Recipient.

COMPANY DETAILS

Name:	Hearts of Hope Australia Limited	Telephone:	(03) 6266-3184
ABN:	70 110 635 517	Mobile:	0417 285 445
Address:	39 Crystal Downs Drive Blackmans Bay TAS 7052	Email:	contact-us@hearts-of-hope.org
		Website:	www.hearts-of-hope.org

Note: The full Company Name and ABN must be quoted on all official documents including correspondence and receipts

CORPORATE GOVERNANCE

Hearts of Hope Australia is governed by a Board of Directors and the HoH Executive Committee. The Board has overall responsibility for developing and the day to day operations are co-ordinated by the HoH Executive Committee. Our officeholders are unpaid volunteers who are elected at each Annual General Meeting.

Hearts of Hope Australia is governed by a Board of Directors whose responsibility is to ensure the organisation complies with its legal and constitutional obligations. It also formulates policy to ensure that Hearts of Hope Australia is in the best possible position to achieve its aims.

Day to day operations are managed by the HoH Executive Committee. The role of the Committee is to implement our programs that support those affected by complex Congenital Heart Disease in the Australian community. It also plays a role in the development of new strategies to assist our clients. For more information please contact:

- Csaba Óvári (Chairman) ceo@hearts-of-hope.org (03) 6266-3183
- Joanne Crisp (Treasurer)
- Judith Lillis (Executive Officer)

HOH PROGRAMS

Hearts of Hope Australia has developed the following programs to help us achieve our goals:

- Community Education and Awareness (CEA)
- In-Patient Assistance (IPA)
- Medical Equipment Assistance Program (MEAP)
- Medical Research Funding (MRF)
- Support Group Services (SGS)
 - (a) Bereavement Support
 - (b) Family and Children's Events / Functions
 - (c) HoH Newsletter
 - (d) Telephone Counselling Services
 - (e) HoH Website Resources and Online Services
 - (f) Children's Gifts

HoH Fundraiser Guidelines

FUNDRAISING LICENCES

All fundraising activities of Hearts of Hope Australia are conducted in accordance legislative requirements of the Australian Charities and Not-for-profits Commission and State Government charity regulators. The following is a summary of our fundraising Authorities:

State	Regulator	Status - Licence No.
ACT	Office of Regulatory Services	Current - L 1900276
NSW	Office of Fair Trading	Current - CFN 28595
NT	Department of Justice	Not Required
QLD	Office of Fair Trading	Current - CH 1556
SA	Consumer and Business Services	Current - 1153
TAS	Consumer Affairs and Fair Trading	Not Required
VIC	Consumer Affairs Victoria	Current - 6274
WA	Department Of Commerce (Associations & Charity Branch)	Current - CC 20694

MISSION STATEMENT

Hearts of Hope Australia caters for the needs of those individuals and families that are affected by Complex Congenital Heart Disease such as Hypoplastic Left Heart Syndrome. Children born with these conditions cannot be cured. Medical intervention and treatment options are considered to be palliative by the medical profession and in many cases families are required to relocate interstate for extended periods to receive the specialist care that their children need.

These heart disorders are life-long conditions and as such, those affected by them need long term support that can only be provided by an organisation with a comprehensive understanding of the difficulties faced by sufferers on complex congenital heart diseases

Our mission is to address these distinctive needs in the following ways:

Relieve the suffering and distress of individuals affected by complex congenital heart disease by providing non-medical support, information and other assistance to:

- the sufferers of complex Congenital Heart Disease,
- their parents, carers and families, including those families that have lost their children to these conditions.

Engage in charitable works to alleviate suffering and ameliorate the spiritual, physical and financial circumstances of those who suffer from complex Congenital Heart Disease, including the provision of:

- assistance and support to families living away from home for extended periods whilst their children are hospitalised,
- information to allow parents to advocate for and make the right decisions for their children,
- goods and services to increase the comfort of hospitalised children,
- organised events where the children and their families can enjoy social activities, and
- medical equipment to improve the management of these disorders.

Raise community awareness of complex Congenital Heart Disorders.

- Our goal is to create a broader understanding of the challenges faced by families and their children who are affected by these conditions by disseminating information about Congenital Heart Disease.

Support the Medical Community by:

- providing feedback and information about our activities to hospitals, doctors and other medical professionals,
- raising funds to support paediatric cardiac research programmes in Australia that lead to higher survival rates and a better quality of life for children born with heart conditions; and
- for the purchase of medical equipment.

Work co-operatively with other organisations that share our goals.



Hearts of Hope Australia

39 Crystal Downs Drive
Blackmans Bay TAS 7052

Support for Families living with Complex
Congenital Heart Disease

Phone: (03) 6266 -3184
Mobile: (0417) 285-445

PROPOSAL TO ENGAGE IN FUNDRAISING ACTIVITIES

A. Contact Details

Name: _____ **Phone:** _____
Address: _____ **Mobile:** _____
Email: _____

B. Details of Proposed Fundraising Activity

	Description:
Bequests	_____
Confectionary Sales (Cadbury)	_____
Door to Door Collections	_____
Internet Donations	_____
Merchandise Sales	_____
Newspaper/Media	_____
Online Fundraising Page	_____
Quiz Night	_____
Raffle	_____
Sponsorship	_____
Street Collection	_____
Telemarketing	_____
Other:	_____

When or over what period will this fundraiser be held?

State: (Please indicate which State/s this fundraiser will be carried out in)

ALL ACT NSW NT QLD SA TAS VIC WA

C. Purpose/s to which funds will be applied

Are there any specific purpose/s to which funds raised are to be applied? If so, provide details.

	Details:
No Specific Purpose	_____
Awareness Programs	_____
Bereavement Support	_____
Care Packages	_____
Children's' Gifts	_____
CHD Research	_____
Family events	_____
Medical Equipment (Families)	_____
Medical Equipment (Other)	_____
Resources (Publications)	_____
Other (Please Specify):	_____

Form Instructions

Part A: Contact Details

Full contact details for the person proposing/managing the activity.

Part B: Details of Proposed Fundraising Activity

- a) Type of Fundraiser: Indicate the types of activities to be carried out
- b) Description: Provide a comprehensive description of the activity so that the Committee can give full consideration to the proposal, provide advice and allocated resources as necessary.
- c) When or over what period will this fundraiser be held: Can be a one day, a, defined period of time or in some case ongoing /indefinite (e.g. Internet donations
- d) State: In which States or Territories will the activity will be carried out?

Part C: Purpose/s to which funds will be applied

Funds raised through charitable collections are used to support the programs of Hearts of Hope Australia as decided by the Executive Committee unless a specific purpose is defined for the activity. Doing so can help make the fundraiser successful as members of the public may be more willing to donate when they have a clear idea of where their donations will be spent. Fundraisers can be held to support one or more purposes by defining how much or what percentage of funds will be used for each purpose. If you wish to identify the purposes funds will be used, please check the boxes on the left to indicate these purpose and provide any additional information needed to define the fundraiser.

Part D: Other parties involved in this fundraiser

- a) If other parties are making a significant contribution towards the activity provide their contact details
- b) Have these parties stipulated how funds are to be collected / allocated or placed any other conditions on how this fundraising activity will be carried out? On some occasions, parties assisting with fundraising may specify how money should be collected or spent. It is essential that the Executive Committee is advised of these arrangements so that we can determine if it is appropriate and lawful to meet these conditions and how the organisation will fulfil such obligations.

Part E: Resource needed for this fundraiser

The Executive Committee can assist you with your fundraiser by providing information, drafting correspondence and by allocating funds. Provide details of the resources needed for this activity.

Please Note:

- If there is not enough space on the form to detail your proposal, please provide a separate sheet.
- If you are proposing more than one fundraiser, please use a separate form for each activity.