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# Fundraising Policy

## 1. INTRODUCTION

HeartKids of South Australia Inc (HeartKids SA) is grateful for the support of the generous people in the community, but our organisation has to meet various legal obligations that apply to fundraising in the community. This fundraising policy is created in accordance with a national guideline towards fundraising, and addresses our legal obligation regarding fundraising in South Australia. Where possible this guideline should be followed at all times by anybody wishing to raise funds for HeartKids.

HeartKids SA has been granted a Section 6 and Section 7 Licence by the Office of the Liquor and Gaming Commissioner to collect money or goods, or conduct entertainment to which any charge for admission is made for charitable purposes under the '**Collection for Charitable Purposes Act, 1939**'. This authorisation allows HeartKids SA to conduct fundraising activities within the regulations and legal framework of this Act. To comply with the Act, any person, group or organisation conducting a fundraising activity for HeartKids SA must apply and gain written authority to undertake the proposed fundraising activity. Along with the written authority from HeartKids SA, clear guidelines will be supplied on how to appropriately and legally conduct the fundraising activity.

To help you organise your event, the HeartKids SA committee has put together a list of points that should be adhered to in order to protect all participating parties. If you have any questions, please call our State Manager on 0420363155, who will be more than happy to assist you

## 2. CONDUCTING A FUNDRAISING EVENT FOR HEARTKIDS

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

1. The organiser of any fundraising event or activity needs to abide by all State / Territory charities' legislation and apply for any permits and authorities that may be required. This is inclusive of all raffles, bingo, vending tickets, other games of chance or any public appeal. Different states have their own legislation, which should be checked beforehand. If you require guidance in this area, please contact HeartKids SA. Copies of any permits must be sent to the State Manager of HeartKids SA.
2. Organisers are advised to ensure they have the relevant insurance and indemnity considered necessary in association with any event that involves the general community or individual members of the public. HeartKids SA's insurance policy does not cover events conducted by external organisations.
3. Organisers wishing to use HeartKids SA's name and logo must gain approval. Approval can only be given if the artwork meets HeartKids SA requirements.
4. All publicity in reference to the fundraising event/activity should clearly state that the event/activity is being organised by (name of organiser/company). All promotional material must be worded in such a way as to make it clear that HeartKids SA is either the only beneficiary, or is one of a number of charities benefiting from the event.
5. The organisers must not represent themselves as acting on behalf of HeartKids SA.
6. The organisers must not incur any expenses in the name of HeartKids SA.



7. Generally all proceeds of the event held in HeartKids SA's name must be remitted within four weeks of completing the event or activity.
8. The organisers must fill in the attached form and forward it to HeartKids SA for approval before conducting an event.

Once the event has been approved, HeartKids SA will nominate an event number to the fundraising organisation. To assist in processing all queries quickly, please quote the event number in all correspondence with HeartKids SA.

## **2.1 HeartKids Fundraising Event Proposal**

A register of fundraising events is kept to enable the HeartKids SA Committee 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:

State Manager  
HeartKids of South Australia Inc  
PO Box 364  
North Adelaide SA 5006

For more information please contact the HeartKids SA State Manager on 0420363155.

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**Policy Name:** Fundraising Policy  
**Policy No:** PL-001  
**Issue:** 1.0

HeartKids of SA  
PO Box 364  
North Adelaide SA 5006  
www.heartkidssa.org.au



## HeartKids SA FUNDRAISING EVENT PROPOSAL FORM

**The HeartKids SA Committee and Staff thank you for your fundraising idea.**

To comply with legal requirements for fundraising HeartKids SA is keeping a register of fundraising events. 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:

State Manager  
HeartKids of South Australia Inc  
PO Box 364  
North Adelaide SA 5006

Contact Person: _____	Title: _____	
Address: _____	Postcode: _____	
Phone: _____	Mobile: _____	Fax: _____
Email: _____		

### Proposal

Event Name (if applicable): \_\_\_\_\_

Description of Event / Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Name & Organisation Involved (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

Please state other beneficiaries from this event (if any)

\_\_\_\_\_

***I agree to comply with any legal requirements of fundraising and any conditions of fundraising specified by HeartKids of South Australia Inc***

Signed: \_\_\_\_\_ Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

EVENT APPROVAL: \_\_\_\_\_ EVENT NUMBER: \_\_\_\_\_

**THIS AUTHORITY TO FUNDRAISE FOR HEARTKIDS SA APPLIES ONLY TO THE EVENT DESCRIBED ON THIS FORM**

**Signed and approved on behalf of the HeartKids of South Australia Inc Committee**

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

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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## FUNDRAISING EVENT PAYMENT SLIP

Within 4 weeks of the event, please forward this payment slip with your donation to:

HeartKids of South Australia Inc  
PO Box 364  
North Adelaide SA 5006

### PAYMENT SLIP

**Please make Cheques / Money orders payable to HeartKids of South Australia Inc**

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Event No: (supplied by HeartKids SA) \_\_\_\_\_

Amount Donated: \_\_\_\_\_

Form of Payment (please circle):

Cheque , Money Order , Credit Card

Name on Card: \_\_\_\_\_

Card Type: \_\_\_\_\_

Card Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Exp Date: \_\_ / \_\_

**The HeartKids SA Committee and Staff thank you for your support.**