

Community Fundraising

Terms and Conditions

Thank you for choosing to support Alfred Health through community fundraising. We are grateful for your enthusiasm and assistance.

You must read these terms and conditions before submitting a community fundraising authorisation form or registering for an online giving page. These guidelines are designed to assist you in planning for your fundraising activities in support of The Alfred. The guidelines are an overview of certain legal requirements, as well as The Alfred Foundation's own requirements.

Alfred Health will accept Community Fundraising Events such as:

- challenge events (e.g. asking for sponsorship to run a race);
- celebrations and in-memory (asking for donations in lieu of gifts),
- hosted events (i.e. a bake sale, morning tea, trivia night, BBQ etc.)
- raffles, auctions, garage sales, etc.

Please contact us if you have another idea not on this list that you would like to consider. Activities that cannot be supported by the Alfred Foundation include telemarketing, door-knocking or any activities involving the sale of tobacco or illicit drugs.

Your Responsibilities

- Before holding any community fundraising event in support of Alfred Health or The Alfred Hospital, the fundraiser must gain approval and documented authorisation from The Alfred Foundation. Please contact us for an authorisation form to complete and submit before commencing any planning for your event.
- All fundraising activities must comply with the relevant state, territory and/or Federal laws. You are responsible for organising any permits, licenses and/or insurance required or obtaining an authority to fundraise where necessary for fundraising activities such as raffles or competitions. In Victoria, where The Alfred Hospital is based, fundraisers can read the [Fundraising Act 1998](#). All fundraisers must also ensure that they are in compliance with the [Fundraising Institute of Australia's \(FIA\) code](#). Assistance in compliance can be found [here](#). There are also laws in relation to raffles, which are summarised [here](#).
- We are here to support you and may be able to provide advice. However, due to limited resources, The Alfred Foundation is unable to assist in the coordination of your fundraising event (for example administration and solicitation of prizes or ticket sales etc.).
- If appropriate for your event, you may wish to use the platforms Gofundraise or Everyday Hero to facilitate your fundraising. These platforms are accepted by the Alfred Foundation and our organisation can be selected as the recipient for your fundraising activities. If using these platforms, the authority to fundraise is completed online and all funds raised will come directly to the Foundation (less an administrative charge of between 2-5% with Gofundraise and 5% service free + 2.9% +30c for payment processing for Everyday Hero). Please contact us with any questions about using these platforms.

- Once your event has been approved, the Alfred Foundation can provide you with a letter of approval to show donors that the event is a legitimate and authorised event with all donations coming to The Alfred.
- We ask that you keep us up-to-date on any major changes or milestones that occur around your planned event.

Use of The Alfred branding and logo

- You are welcome to use The Alfred logo for your event but must contact and advise us in advance as to how and where you intend to use the logo. Upon request we can send you high quality files of the logo. We also ask that you send us any materials showing The Alfred logo or name for our approval before releasing them.
- There are naming conventions that must be followed with regards to the title of any event that includes The Alfred. Acceptable naming examples include - Proudly supporting The Alfred, Walkathon in support of The Alfred. Examples of unacceptable naming include – The Alfred Walkathon, The Alfred Gala.

Media and Communications

- You must advise the Alfred Foundation in advance if you intend to do any news media around your event or if the media takes an interest in your activities and we can support and advise you in this process.
- You must contact the Alfred Foundation for approval before contacting any public personalities or celebrities to be involved in your event, if this is desired.
- You must consult with the Alfred Foundation in advance if you would like to seek third party sponsorship and/or partnerships with businesses in support of your community fundraising activities.
- When using social media it is important to respect the privacy and confidentiality wishes of any participants in your event who do not want their photo or name included. Always ask before posting anything that will identify others. It is also important to be considerate of the content you are posting to ensure that it is safe, appropriate and respectful. The Alfred Foundation reserves the right to request that any inappropriate social media posts that name The Alfred or the Alfred Foundation, be removed immediately.
- All donors at your event have the right to opt out of being contacted from The Alfred if they don't wish to receive any further contact.

Public safety and Public liability

- As a fundraiser you are independent of the Alfred Foundation and are not acting in any representative capacity for the organisation. Therefore, you are responsible for all fundraising activities and do so at your own risk. It is your responsibility to ensure your safety and the safety of any attendees to the fundraising event, including providing first aid services if they are needed and following all food hygiene regulations.

- The Alfred Foundation is not liable for any injury, damage or loss sustained as a result of any fundraising activities. The fundraiser is not covered by The Alfred's public liability insurance and insurance is the fundraisers own responsibility.
- If you are using a public space for your event you may need to register this with your local council, give them a call or check out their website to find out if you need to do anything specific. Depending on your event you may wish to inform the local police too. Visit the Victoria Police website at www.police.vic.gov.au for some great practical advice on organising a safe community event.
- Community Fundraisers under 15 years of age must have permission from a parent or guardian before undertaking any community fundraising activities for the Alfred Foundation.
- The Alfred Foundation is a child safe organisation and it is expected that all community fundraisers act in accordance with accepted child safety and working with vulnerable people codes when holding their community fundraising events.
- If children will be in attendance at your event, it is the fundraisers responsibility to ensure appropriate adult supervision and permission through the children's parent's / guardians.

Financials

- The Alfred Foundation will not cover any upfront costs for any community fundraising activity. However, the fundraiser must keep records of income and expenditure, and may deduct any essential costs of organising the fundraising event, as long as these costs have been clearly documented with legitimate printed receipts, and are fair and reasonable (e.g. You may deduct costs such as catering, venue or equipment hire). We recommend that the costs of fundraising do not exceed 20% of the final funds raised. The fundraiser must maintain and provide an accurate and complete statement of income and expenditure along with copies of receipts for all expenditure. We also accept the decision to donate 100% of proceeds and for expenses to be covered personally.
- It is the responsibility of the fundraiser to ensure all cash and/or cheque funds raised are held in secure facilities until the activity is complete. The Alfred Foundation asks that all funds raised be sent to us within 30 days of the conclusion of the fundraising activity. Please speak with us for the best method to transfer the funds.
- The Alfred Foundation can provide receipts for tax deductions for all donations above the amount of \$2 and will need the donors full name, address, phone number and amount donated in order to do so. Donor forms are available to support the collection of this information.
- Receipts cannot be issued in certain circumstances, including for the sale of raffle tickets, in an auction, or when the donor receives any kind of goods or services in exchange for their money.

Disclaimer

- The Alfred Foundation maintains the right to decline any application for community fundraising if it is deemed that the event would be inappropriate, harmful to the brand of The Alfred or would not comply with these terms and conditions. The Alfred Foundation also maintains the right to retract or withdraw approval for any events that were previously approved at any time should a decision be made that there is a breach in what is considered to be acceptable behaviour.