



Becoming a HammondCare  
**Community  
Fundraiser**

Improving quality of life for people in need

# Thank you for your interest in fundraising for the HammondCare Foundation

Without the support of enthusiastic people like you who are prepared to put their ideas into action, we would not be able to achieve our mission – to care for *all* those in need, including those who cannot afford it and when Government funding is insufficient.

We are passionate about supporting those who are disadvantaged or in need of vital services they cannot afford and are not covered by government funding. Without the funds raised through the HammondCare Foundation we would be limited in our ability to dedicate resources to innovation and excellence across aged care, dementia care and palliative care.

## Funds raised support the following areas:

**Research:** finding better ways to care across our multi-disciplinary research programs.

**Healthcare facilities:** indoor and outdoor site upgrades incorporating new designs and innovative technology to enhance outcomes for people in need and those who care for them.

**Medical equipment:** innovation and technology upgrades to vital equipment and services.

**Patient comfort:** therapy and trials of new models of care, clinical approaches and delivery of services.

**Pastoral care and bereavement support:** spiritual and emotional support for patients and their families at the most difficult time of their life.

**Training:** support for nurses, therapists, clinicians, volunteers and carers.

**Your support makes a big difference. Thank you**



Warm regards,

A handwritten signature in black ink that reads "Mike Baird". The signature is fluid and cursive.

**Mike Baird**

Chief Executive Officer HammondCare

Applying for an

# Authority to Fundraise

**Each state government has developed legislation governing the conduct of fundraising. Under this legislation, anyone wishing to raise money on behalf of a charitable organisation must hold a permit or ‘Authority to Fundraise’ issued by that organisation.**

## Before you get started



Before you get started fundraising for the HammondCare Foundation, you will need to nominate a Fundraising Coordinator, who should read the terms and conditions and complete the ‘Authority to Fundraise Request Form’.

All individuals, groups or organisations who wish to fundraise should nominate a Fundraising Coordinator who must apply for the ‘Authority to Fundraise’ for all fundraising conducted on behalf of the HammondCare Foundation.

The ‘Authority to Fundraise’ is a legally binding agreement made between the Fundraising Coordinator (acting as the fundraiser) and the HammondCare Foundation, therefore the Fundraising Coordinator should read and then accept the terms and conditions in this booklet.

## Terms and conditions



By signing the 'Authority to Fundraise Request Form' and accepting the terms and conditions, **you agree to the following:**

You agree to comply with all applicable Fundraising Acts, other laws, regulations and by-laws (including all applicable privacy laws). Please note that some fundraising activities, for example raffles or outdoor activities in public areas, may require permits to be issued by State authorities or your local council.

The 'Authority to Fundraise' will be valid for the date(s) of the fundraising activity/event. You should not start to fundraise until you have received your 'Authority to Fundraise' letter from the HammondCare Foundation.

Any changes made to the original details provided in the 'Authority to Fundraise Request Form' need to be discussed with the HammondCare Foundation and may result in a new 'Authority to Fundraise' being issued. The HammondCare Foundation reserves the right to withdraw permission to fundraise.

As the Fundraising Coordinator, you agree to manage the fundraising activity/event and will be responsible for record keeping, including detailed records of the financial aspects of the fundraising (see financial management of the event on the next page).

We prohibit door-to-door appeals, street collections or telephone solicitation of any kind in connection with your fundraising activity/event.

You must use your best endeavours, at all times, to answer honestly any question directed to you in relation to the purpose of the fundraising activity/event (or to arrange to find answers to questions that you are unable to answer). You must not make any false or misleading representations in conducting your fundraising.

In conducting your fundraising, you agree to refrain from acting in a way that could damage the goodwill, reputation or integrity of the HammondCare Foundation.

You understand that the HammondCare Foundation is not the activity/event organiser and is not able to take an active role in the organisation of your fundraising activity/event (for example assisting with ticket sales, soliciting prizes, arranging publicity or organising celebrities).

## Financial management of the event



You must take all reasonable steps to ensure that the expenses incurred in the organisation of your activity/event do not exceed 20% of the gross proceeds raised.

You must retain accurate records of funds or goods in kind received and retain receipts for all expenses incurred.

The net proceeds (funds raised minus reasonable expenses) from the activity/event should be banked within 14 days of the conclusion of the activity/event. An 'Income and Expenditure Statement' and all receipts should be sent to the HammondCare Foundation at the same time. Please include your 'Authority to Fundraise' reference number on the 'Income and Expenditure Statement'.

A receipt for donations of \$2 or more can be issued by the HammondCare Foundation. If a supporter requires a receipt, please complete the 'Receipt Request Form', filling in the details for the supporter's name, address, phone number and donation amount. An electronic version of this form is available.

If a supporter purchases goods or services (e.g. purchases raffle tickets or prizes at auction), this is not considered to be a donation and a tax-deductible receipt cannot be issued.

If an organisation provides goods in kind or services free of charge and requests a receipt, the HammondCare Foundation requires a letter from the organisation stating the donated value of goods in kind or services provided for the activity/event.

## Advertising and media



The use of HammondCare Foundation's name and logo is permitted in the promotion of your activity/event. A fundraising logo will be provided to you once your activity/event is approved.

Any advertising for the activity/event must be approved by the HammondCare Foundation. Please send your proposed material to us for approval, this may take up to five working days.

It is important to disclose that the activity/event is being held in support of the HammondCare Foundation and that proceeds from the activity/event will be donated to the HammondCare Foundation.

Depending on the activity/event, a HammondCare Foundation representative may be able to attend. Please note: this will be dependent on staff availability.

We may revoke your 'Authority to Fundraise' at any time if you engage in any act or omission whilst promoting the activity/event which may adversely affect the reputation of the HammondCare Foundation or be contrary to its objectives. If we revoke the 'Authority to Fundraise' you must immediately stop promoting the activity/event.

## Insurance and other regulations



All aspects of public liability and public safety are the responsibility of the activity/event organiser. As the HammondCare Foundation is not the activity/event organiser you must ensure that any venue or space used for your fundraising activity/event has the required public liability insurance and any other insurance that may be required to cover attendees, volunteers and participants.

Some activities/events require additional authorisation or permits to be issued (e.g. raffles where the total prize pool is over a certain amount). Permits are also required by councils and shopping centres for outdoor events.

# Community Fundraising

## A step-by-step guide to running your community fundraising event



1. **Nominate a Fundraising Coordinator**



2. **Read this booklet including the terms and conditions**



3. **Complete and sign the 'Authority to Fundraise Request Form' you received with this booklet**



4. **Return the completed form to [foundation@hammond.com.au](mailto:foundation@hammond.com.au) or mail to:  
HammondCare Foundation  
Level 4, 207B Pacific Highway, St Leonards, NSW 2065**



5. **We will review and send your 'Authority to Fundraise' letter once approved**

**You can now begin organising your event!**



6. **You plan and run the event, collecting supporter's details on the 'Receipt Request Form'**

Send this completed form to [foundation@hammond.com.au](mailto:foundation@hammond.com.au)



7. **Within two weeks of the event you deposit net proceeds**

(money raised minus expenses) in the HammondCare Foundation bank account.

The simple 'Income and Expenditure Form' is returned to [foundation@hammond.com.au](mailto:foundation@hammond.com.au)



8. **Thank you letters and Certificate of Appreciation for major supporters of the event**

These can be organised by the HammondCare Foundation on request.

# Authority to Fundraise Request Form

## Details of your fundraising event

Name of community group/organisation: \_\_\_\_\_

Are you fundraising for a specific site: \_\_\_\_\_  
(please tell us where you wish your support to be directed)

Activity/event name: \_\_\_\_\_

Proposed date: \_\_\_\_\_ Venue: \_\_\_\_\_

Venue address: \_\_\_\_\_

Briefly describe the activity/event and how funds will be raised: \_\_\_\_\_

Why are you fundraising for the HammondCare Foundation?: \_\_\_\_\_

## Details of your nominated fundraising coordinator

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_ Daytime number: \_\_\_\_\_

## Estimate of funds that will be raised:

Item	\$ Amount
Registration fees	
Ticket sales	
Donations	
Raffles	
Auction items	
Sponsorship	
Other	
<b>Total income</b>	



# Income and Expenditure Statement

Name of community group/organisation: \_\_\_\_\_

Details of the nominated fundraising coordinator: \_\_\_\_\_

Title: Mr / Mrs / Ms / Other \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Authority to Fundraise reference number: \_\_\_\_\_

## Record of receipts

Complete the table below with the relevant item descriptions for your activity/event. Please attach receipts for all expenses that you have incurred.

Item	Income	\$ Amount	Item	Expenses	\$ Amount
Eg. ticket sales			Eg. Venue hire		
<b>Total income</b>			<b>Total expenses</b>		
			<b>Total net proceeds</b> (income minus expenses)		

**Please remit your total net proceeds as shown above to:**

HammondCare Foundation

BSB: 012 003 Account Number: 836 810 011

Reference No: please use your Authority to Fundraise member number when making your payment

Date proceeds banked: \_\_\_\_\_

Bank name: \_\_\_\_\_ Bank branch: \_\_\_\_\_

**Signature of Fundraising Coordinator:** \_\_\_\_\_

**Thank you for your support**

## Contact us



If you have any queries about these terms and conditions or your responsibilities when holding a fundraising activity/event, please contact us on **1300 426 666** or email us at **foundation@hammond.com.au**

**Thank you for fundraising for the  
HammondCare Foundation**

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Level 4, 207B Pacific Highway, St Leonards NSW 2065

P 1300 426 666 **hammond.com.au/donate**

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