



THIRD PARTY FUNDRAISING KIT



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Northern Health
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FUNDRAISING FOR NORTHERN HEALTH

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Northern Health Foundation is a registered charity that manages the process of donations and philanthropic support for Northern Hospital. We are very grateful to our donors, business partners, local businesses and community members who help to support our mission of improving patient care and comfort across our health service by contributing to our fundraising efforts.

THIRD PARTY FUNDRAISING

Third party fundraising is when someone outside of Northern Health hosts a fundraiser and they donate the proceeds to Northern Health Foundation. Hosting your own event offers the perfect way to gather friends, networks, family, colleagues and community together whilst at the same time raising funds to support Northern Health Foundation and your local health service.

The following information has been provided to assist individuals, groups or organisations wanting to raise funds for our health service. The information contained within this document is complimented by the 2022 Northern Health Fundraising and Donations Policy.



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ABOUT NORTHERN HEALTH FOUNDATION

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Northern Health Foundation was established in 2005 to increase the philanthropic, corporate and community support for Northern Health Services. The funds raised are allocated towards the purchase of equipment, capital works, research and training.

Northern Health is the key provider of acute, sub-acute and ambulatory specialist services in Melbourne's northern region. The Northern community, located in one of Victoria's most significant growth corridors and our local population is estimated to grow by an additional 228,000 people by 2031.

Northern Health Foundation is a registered charity and an organisational member of the Fundraising Institute of Australia and Code Compliant. [Learn more here.](#)

The charitable status of Northern Health Foundation can be viewed online at the Australian Charities and Not-for-Profits Commission website. [View here.](#)



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FUNDRAISING GUIDELINES

Complete the fundraising activity application form

Once you have decided that you want Northern Health to be the beneficiary for your fundraising activity, we ask that you complete the attached Fundraising Activity Application Form.

Event Publicity/Promotion

Northern Health can assist by helping to promoting the event both internally and externally once the event is approved. Internal promotion can include the staff accessed intranet and external promotion includes our social media platforms. If you are intending to seek media coverage (including print, television or radio), you need to seek approval from the Public Affairs team at Northern Health prior to any contact being made. Not all third party fundraising activities can be promoted through our Northern Health social media platforms.

Target Audience

A good understanding of your target audience is crucial to the success of your fundraising event. This may determine factors such as the location, time, entertainment and activities. This will also influence where and to whom you promote the event.

Timeframes

It is important to allow sufficient time to plan and co-ordinate the various aspects of the event, including booking facilities, entertainment and arranging activities. On the day, if there are a number of activities, make sure you have a timetable of the planned activities and allow for delays and speeches etc.

Thank Donors and Volunteers

This is an important element to any fundraising activity – to thank those who have attended, assisted and donated. Thank you letters and certificates can be provided through the Northern Health Foundation (where appropriate). Please provide the Foundation with the names and addresses of those you would like to be acknowledged. We may also invite your contributors to donor recognition events during the year.

Northern Health Database

It is not possible to grant access to the Northern Health patient or donor databases.



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FUNDRAISING GUIDELINES

Northern Health Liability-Third Party Fundraising

Whilst Northern Health can offer general advice and support in event planning, Northern Health is not to be recognized as the organiser of the events. All issues involving financial and public liability and public safety are the total responsibility of the third-party fundraising organiser/group. The only exception to public liability coverage is fundraising activities arranged by Northern Health Volunteers and Northern Health Foundation Patrons. Northern Health will not be liable for any expenses incurred in running or promoting the event.

Brand and Logo Use

If you intend to produce flyers and promotional material using the Northern Health Foundation logo, the material will need to be approved by Northern Health Public Affairs prior to printing and circulation.

Financial Details

An estimate of income and expenses is to be completed prior to the event and a complete list of income and expenditure is to be provided at the end of your fundraising activity. Once all funds are accounted for, we ask that the money be forwarded to Northern Health Foundation within 30 days of your fundraiser. Northern Health Foundation will provide a receipt shortly afterwards. Northern Health reserves the right to audit the financial records pertaining to fundraising activities.

Just Giving

JustGiving provides an on-line platform to support your fundraising activities. We can set up a JustGiving page for your Northern Health Foundation approved fundraising activity. JustGiving allows you to take online donations for your fundraising activity. Visit our JustGiving site to learn more here.

Registering as a Fundraiser

The Fundraising Appeals Act 1998 (Victoria) states fundraising individuals or groups raising more than \$10,000 must complete an Fundraising Application Form.

Dual Beneficiaries

In circumstances where money raised will be distributed between Northern Health and another not-for-profit organization, the percentage of funds to be given to Northern Health must be stated in advance on the application forms.



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Donation Requests

Northern Health Foundation must be presented with a list of individuals and companies you intend to approach for donations to avoid duplication of donation requests. Once the list is approved, you must indicate that the activity is being organised and conducted by you, not Northern Health and that Northern Health is the beneficiary. It is important to clarify that you are not acting on behalf of Northern Health.

You need to keep a record of prizes, services or other materials donated to your event. Northern Health can assist with acknowledgement letters. Thank-you certificates can be prepared where substantial donations have been made.

Receipts

Under Victorian state legislation, donation over \$2 are tax deductible. If you have received cash donations and wish receipts to be sent to donors, then please supply Northern Health with a list of the names and addresses of the donors and the amount they have donated.

Tax receipts cannot be issued when something is received in return, e.g. for the cost of admission tickets, raffle tickets, auction items and merchandise. Northern Health cannot issue tax receipts for donated goods or services, e.g. marquee set up, entertainment etc.

Raffle Guidelines

All raffles conducted on behalf of Northern Health must follow the guidelines specified by the Victorian Commission for Gambling Regulation Gaming No. 2 Act 1997. The value of the prizes must be established to ensure the appropriate guidelines have been followed.

Northern Health Staff raising funds for external organisations

Please note that Northern Health Foundation does not provide support for fundraising activities that Northern Health will not be a beneficiary of.



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Fundraising Activity Application Form

Northern Health Foundation Fundraising Activity Application form

Thank you for offering to arrange a fundraising activity in support of Northern Health. When completed, please submit this form to Northern Health Foundation for approval.

Application Date:

Name of Group/Company/Individual Planning the Activity:

ABN (if applicable):

Name of Individual Responsible:

Address:

Mobile Phone No.:

Home Phone No.:

Email:

Proposed Activity Details

Name of Proposed Activity:

Date of Event:

Time (commencement and finish times):

Location:

Address:

Description of the Activity

Please provide a brief description of the event and how the funds will be raised.

Describe your target audience and how many people you expect to attend



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Supporting Information

Please provide any additional information about your fundraising activity, for example why you are organising the event, details of previous events etc.

Publicity

Do you and/or your organisation understand and agree that Northern Health must approve all publicity and planned media for the proposed activity prior to being released?

Yes: ☐ No: ☐

Comments:

Donation Requests

Please list companies/organisations to be approached for support (sponsorship, goods or services). Please attach separate sheet if necessary.

Beneficiary of Proceeds

Northern Health is the sole beneficiary of monies raised from the event

Yes: ☐ No: ☐

If No, please name the other not-for-profit:

Please note percentage to Northern Health:

Raffle

Are you intending to conduct a raffle?

Yes: ☐ No: ☐

Total value of prizes:

(please refer to Raffle regulations)



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Proposed Budget/Funds Raised. (Northern Health will not be liable for any expenses incurred in running or promoting the event).

Income	\$ amount	Expenses	\$ amount
Sponsorship		Venue Hire	
Ticket Sales		Food & Beverage	
Donations		Printing	
Auction		Advertising	
Stall		Promotional Material	
Raffle		Security	
Other		Insurance (if appl)	
		Decorations	
		Prizes	
		Entertainment	
		Transport	
TOTAL INCOME		TOTAL EXPENDITURE	
		TOTAL PROFIT	

Do you and/or your organisation agree that Northern Health will receive all revenues from the fundraising activity within 30 days of the event?

Yes: ☐ No: ☐

Comment:

Would you like the funds raised designated to a specific program or department within Northern Health?

Yes: ☐ No: ☐

If yes, where?

Assistance

Please specify if you require any assistance from the Northern Health (e.g. budget planning, promotional material).

Signature of Applicant:

Please Print Name:

Date:



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Please complete and return this form by one of the following methods:

Email: Foundation@nh.org.au

Or

Mail:

Northern Health Foundation
185 Cooper Street
Epping VIC 3076

If you have any queries regarding the application, please telephone: (03) 8405 2897

Once we have received your form and approved your fundraising event, we will provide you with a letter of authority to fundraise for Northern Health.

Thank you for your support.



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REGISTERING UNDER THE FUNDRAISING ACT 1988 (the Act) and myCAV

Organisations or individuals do not need to register under the Fundraising Act 1988 (the act) to conduct fundraising appeals if they receive less than \$20,000 gross in a financial year from fundraising, are not paid for conducting the fundraising and use only unpaid volunteers.

Fundraising activity in Victoria is regulated by Consumer Affairs Victoria and the Victorian Commission for Gambling and Liquor Regulation.

Consumer Affairs Victoria uses an online system called myCAV for registration and licensing. It eliminates the need to print and post paper forms.

Any person or organisation that undertakes fundraising must register as a fundraiser unless they are exempt from registration. Click [here](#) to see if you or your organisation is exempt from this registration process.

A fundraiser is any person or organisation, including a business, that collects money for a beneficiary, cause or thing, rather than solely for their own profit or commercial benefit. This includes collecting food, clothes and other items on behalf of a person or organisation.

Examples of fundraising activities include:

- Telephone and door-knock appeals;
- Traffic intersection and highway collections (Note: These appeals generally also require separate approval from Victoria Police and the relevant local government);
- Golf days, movie nights and trivia nights;
- Public appeals to support clubs, associations, causes or people;
- Sale of goods where it is represented that part of the sale price is to be donated to a charitable organisation or cause.

[Click here for more information.](#)



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RAFFLES

Raffles are classified by all Australian States and Territories as 'gaming' and are subject to regulation designed to protect the consumer and the people conducting the 'gaming'.

Raffles can only be conducted to raise funds for organisations that have been declared as community or charitable organisations by the Victorian Gambling and Casino Control Commission (vgccc) and may require a minor gaming permit.

You can hold a raffle without a minor gaming permit if the prize value is \$5000 or less. If you're conducting a raffle to raise funds on behalf of a charity (i.e. CFA or Cancer Council), you need their written permission before proceeding.

Regulating Agency: Victorian Commission for Gambling and Liquor Regulation

- Raffle FAQ's is available at the VCGLR website at www.vcglr.vic.gov.au
- 1300 182 457
- contact@vcglr.vic.gov.au

REFERENCES

Consumer Affairs Victoria
Website

Victorian Commission for Gambling and Liquor Regulation (VCGLR)
Website

RELATED NORTHERN HEALTH PROCEDURES

Fundraising & Donations
Prompt link



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Bunnings Fundraiser BBQ's

Organising a Bunnings BBQ's can be a great way to raise funds for Northern Health. Below is a summary of actions and guidelines to help you with planning and running the activity.

PRE-EVENT PAPER-WORK PREPARATION-checklist

ACTION	PERSON RESPONSIBLE	DONE
Contact the Northern Health Foundation for permission to fundraise.	Fundraiser	
If you wish to seek donations from local businesses for BBQ supplies, you must contact the Northern Health Foundation prior to approaching businesses. Once we approve the list of businesses you intend to approach for discounts or donations of goods, the NHF will issue you with a letter of authority. This letter will serve as a confirmation that you are seeking support for your fundraising activity and that Northern Health Foundation will be a beneficiary of your fundraising.	Fundraiser	
You must notify the local council by registering with Streatrader and obtaining a Statement of Trade. This statement of Trade form needs to be returned to the activity's coordinator at Bunnings. https://streatrader.health.vic.gov.au/	Fundraiser	
Forward completed Bunnings confirmation form to the Bunnings Activities Coordinator at least 4 weeks prior to allocated date.	Fundraiser	
Obtain Northern Health's public liability insurance certificate. (\$10 million per event/claim).	Fundraiser-NHF can assist with this	
Attend a BBQ information briefing with the Bunnings Activity Coordinator.	Fundraiser	
Complete paperwork for electronic payments. (Bunnings can provide a Stripe terminal that allows for electronic payments).	Fundraiser-NHF can assist with completing this paperwork.	

PREPARING SUPPLIES FOR THE DAY-checklist

You need to provide enough sausages, bread, onions, condiments, serviettes and drinks for the entire time of your booking which is 9am to 4pm. If you run short of supplies, you will be required to go to the shops to purchase additional supplies.

ITEMS NEEDED	QUANTITY	PERSON RESPONSIBLE	DONE
Sausages	20 trays of the 24 packs of sausages. (480 sausages).		
Bread	25 loaves.		
Tomato sauce/BBQ sauce/mustard.	8 litres of various condiments.		
Drinks- 5 options. Coke, coke zero, solo, lemonade, raspberry, bottled water.	250 cans of soft drink. 100 bottles of water.		
Onions	20kgs		
Napkins	600		



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ON-THE-DAY Checklist

THINGS YOU NEED TO BRING:	PERSON RESPONSIBLE	DONE
Statement of trade		
Have the list of expenses ready to give to Bunnings		
Food to include sausages, bread, condiments, drinks, onions, napkins, and oil (pre-slice onions to save time)		
Plastic containers to store bread/napkins		
Heat proof gloves		
Masks		
Avagard		
Eski's		
Ice bricks and ice		
Food grade thermometer		
Oil for cooking (not aerosol cans)		
Cooking utensils		
Portable power banks		
Float		
Aprons (NHF can supply you with aprons if you wish)		
Food covers		
Container for washing hands		
Dishwashing liquid		
Container for washing food utensils if needed		
Clinell wipes/paper towels/bins		

Bunnings provides the gazebo, gas bottles, blackboard and signage for payments. Bunnings sets the price for sausages and soft-drinks and will provide signage advertising prices. They will also provide trestle tables, a fire blanket and a dustpan and broom.

SHIFTS Allocation

Bunnings prefers you have a minimum of 4 and a maximum of helpers. Each shift is required to have a BBQ Captain, Greeter, Cook, Order and Collect person. The role of BBQ Captain and Greeter can be combined when only 4 volunteers are present.

SHIFT NUMBER	SHIFT TIME	People allocated and role.
1	7am-12pm	1. 2. 3. 4.
2	12-5pm	1. 2. 3. 4.

OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

- People helping at the BBQ should not attend the sausage sizzle if they are unwell or have any cold or flu like symptoms;
- Follow Safe Food Australia guidelines;
- Wear closed toe shoes;
- Wear an apron;
- Follow good hand-hygiene practices;
- Long hair should be tied back or wear a hair net;
- Money not to be handled by volunteers handling food;
- Use separate tongs to handle raw and cooked foods;
- Have separate containers for raw and cooked foods (never combine);
- Cook food until juices run clear;
- Cover food to protect contamination.



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BUNNINGS REQUIREMENTS

Please ensure the following conditions are adhered to.

Community groups are to report to the manager on duty on arrival and departure. Any incidents must be reported to the manager on duty.
Only sausages, onions, sliced bread, condiments and soft drink cans are to be sold at the sausage sizzle. Sausages are to be sold for \$2.50 and soft drink cans or bottles of water for \$1.50.
Please do not park in or use the disabled car parks located close to front of the store. This includes any line marked clearance zones.
Bunnings supplied signage only is to be used – please do not tape/hang additional signs or posters to the barbecue unit.
The Bunnings supplied barbecue and Bunnings supplied gazebo are to be used at all times. Council regulations for temporary food stallholders permit indicate that three side walls of the canopy must be covered at all times – these are supplied with the gazebo.
The Statement of Trade issued by Streatrader must be available at all times whilst conducting sausage sizzle and produced on request.
The sausage sizzle operating procedures below are to be followed at all times. A copy will be in the BBQ unit for reference on the day.
All rubbish is to be removed by the end of the day (not to be placed into any Bunnings bins at the front of the store), and recycle cans where possible.
Total profits raised, and all expenses incurred, must be recorded on the Bunnings BBQ checklist at end of the day. This must be signed by the community member responsible for the funds. A copy of the completed checklist will be made available to the community representative. Please come prepared with a total of all expenses associated with your fundraiser.

PREPARING AND COOKING FOOD SAFELY:

Take the following precautions at sausage sizzles and barbecues to ensure that food is safe.

- Finish preparing raw meat before leaving for the site such as slicing, marinating or skewering;
- Pack raw meat into insulated boxes with ice bricks for transportation;
- Handle food with tongs or other equipment. Use separate equipment to handle raw and cooked meats;
- Hands should not be used unless absolutely necessary, and then hand washing facilities must be available;
- Hands must be washed after handling raw meats;
- Keep cooked meat and salads separate from raw meat at all times to prevent contamination;
- Cover food to protect it from contamination;
- Use clean and dry utensils for serving the food – **never** place cooked meat back on the trays that held the raw meat;
- Cook chicken, sausages and hamburgers until juices run clear – steaks can be cooked to preference;
- Throw left-over food away unless refrigeration equipment is available to rapidly cool the food.



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