

Pioneering world-leading research to combat the global burden of brain disease;
Brain Tumour, Stroke, Dementia, Epilepsy, Multiple Sclerosis and Movement Disorders

FUNDRAISING GUIDELINES

Thank you to the many individuals, community groups and organisations who support the Royal Melbourne Hospital Neuroscience Foundation (RMHNF) by holding fundraising activities to donate to our vital, on-going medical research.

These guidelines have been developed to assist you in your fundraising efforts, as well as outline your responsibilities when fundraising for the RMHNF. Please read through these guidelines carefully before completing a RMHNF Proposal to Fundraise form.

AUTHORITY TO FUNDRAISE

Any person or organisation wishing to conduct fundraising in Australia must, by law, have an Authority to Fundraise. Each State has varied legal legislation, and the RMHNF holds an Authority to Fundraise within all States, as necessary.

The RMHNF is legally required to authorise all volunteer fundraising events and activities conducted to benefit the Foundation. Once your fundraising activity has passed review, we will provide a letter of approval giving you legal Authority to Fundraise on behalf of the Foundation. Until you have received this letter, you are not authorised to fundraise or advertise that you will be fundraising for the Foundation. If you fundraise on behalf of the Foundation without written permission, you may be operating outside of the law.

The activity you conduct must not be referred to as a RMHNF event or activity; it is a fundraising activity with proceeds being donated to the RMHNF. Should you be conducting a raffle within your fundraising activity, please specify within your Proposal to Fundraise as you may require further Authority to Fundraise from the authorising State.

USE OF NAME AND LOGO

Following approval of your fundraising activity, we may endorse the use of the RMHNF name and/or logo for any promotional material and at the time of activity.

For all written and verbal purposes, refer to the entity as the Royal Melbourne Hospital Neuroscience Foundation (or RMH Neuroscience Foundation, if characters are limited).

Recommended promotional wording is “Funds raised will support the vital medical research of the Royal Melbourne Hospital Neuroscience Foundation” “...to advance the detection, prevention and treatment of brain disease [or chosen Neuroscience specialty]”.

All electronic and printed material must be forwarded to the RMHNF for approval prior to use.

FINANCE

Tax-deductible receipts can be issued for donations of AUD\$2.00 and over. These receipts may be issued to individuals by the organiser or authorised representative at the time of a cash donation, or immediately following a successful credit card payment, direct bank transfer or deposited cheque. Tax receipt booklets can be requested in your RMHNF Proposal to Fundraise form, subject to conditions and availability.

Nominated proceeds from the sale of goods and services are tax-deductible, and the RMHNF will issue a tax-deductible receipt to the organiser for the total of the nominated funds. This total is independent of individual cash donations received where goods and services have not been exchanged.

Not all payments within a fundraising activity are tax-deductible. As a general rule, donations for which nothing is received in return, including products, services and prizes, are tax-deductible.

The following are not tax-deductible:

- Event Tickets* – including Conferences, Seminars, Webinars, Concerts and Online Events
- Memberships*
- Raffle Tickets
- Auction Sales

*Unless voluntary donation amount is stipulated within the ticket/membership fee

The RMHNF cannot pay any expenses or losses incurred as part of your fundraising activity.

Fundraising monies can be deposited directly into the RMHNF bank account, via cheque, or by credit card over the phone or online (subject to standard credit card fees).

Please deliver the total money raised for the RMHNF within 30 days of the completion of the fundraiser.

PROPOSAL TO FUNDRAISE

Please complete the RMHNF Proposal to Fundraise form to apply for authority to conduct your fundraising activity. This form will be assessed by the RMHNF based on risk and suitability. We may contact you to request further details.

Due to the nature of our organisation and the high ethical standards under which we operate, there are some restrictions on events, activities and organisations that the RMHNF can be associated with, such as those that attribute to poor health. The RMHNF cannot endorse activities that involve amusement rides, animals, use of firearms or fireworks, or motor vehicle and motor bike racing. Any activity on water may only be endorsed with evidence of public liability insurance from the organiser.

Should any rules or responsibilities within these guidelines be unclear, please include your questions with your RMHNF Proposal to Fundraise, or visit your State Fundraising Authority website.

THANK YOU FOR YOUR SUPPORT

