

Through a single-minded focus on stillbirth,
we can collectively achieve the greatest impact.



GUIDELINES FOR COMMUNITY FUNDRAISERS

Thank you for making the choice to support the Stillbirth Foundation Australia. We are extremely grateful.

In Australia 6 babies a day are stillborn.

This tragic statistic has not changed in 20 years. The Stillbirth Foundation Australia is the only charity in Australia solely dedicated to funding vital research into the causes, risk factors and possible prevention measures of stillbirth, in an endeavor to change these statistics.

We also represent the voices of thousands of families who have been touched by stillbirth and who seek answers.

As a not for profit foundation, The Stillbirth Foundation relies on the generosity of individuals and organisations to raise public awareness along with much needed funds to enable us to achieve our mission: *To reduce the incidence of stillbirth through research, education and advocacy.*

The following guidelines are designed to help you develop and organise an activity or event that is not only successful and memorable, but is also minimum risk for yourselves,

Research and Education to Prevent Stillbirth

- PO Box 135 Annandale NSW 2038
- office@stillbirthfoundation.org.au • Phone (02) 9557 9070

participants and the Stillbirth Foundation. We aim to provide guidance not only in relation to events, activity ideas and execution, but also in relation to applicable State and Territory fundraising legislation.

Our Fundraising Guidelines are a valuable resource when organizing your personal event or activity and will help outline your responsibilities. However, if you would like further information or assistance, please don't hesitate to contact our team to discuss your fundraiser on (02) 9557 9070 or office@stillbirthfoundation.org.au

LET'S GET STARTED!

1. Make your Application

Once you have developed your idea for an event or activity, make a plan to execute it. You will need to complete an Application for Authority to Fundraise form and return it to the Stillbirth Foundation Australia. All events must be approved prior to commencement

and will be done so based on their alignment with the Stillbirth Foundation's values and mission.

2. Approval of your Event

Upon review of your application and we are happy that the activity is in accordance with our values and mission, you will be sent a Letter of Authority to fundraise on behalf of the Stillbirth Foundation. You may be asked to present this letter to donors, sponsors etc. during your fundraising process.

As part of this approval process you will need to agree to the completion of a Financial Reporting Statement that is to be submitted to the foundation within 30 days of your fundraising activity.

Any printed materials bearing the Stillbirth Foundation's name or logo must be approved by the foundation. Logos must not be altered or amended in any way. The Stillbirth Foundation is to be notified if you intend to approach any media regarding your fundraising activity.

3. Have Fun Fundraising!!

You are now set to get started on the fun of planning and executing your much appreciated event or activity.

Examples of events and activities ideas:

- Organise a BBQ – Bunnings Sausage Sizzle can be organized through each Bunnings branch. Once you have made an application and secured a date, an Information Pack will be sent to you detailing procedure. Bunnings will provide a BBQ for your use on the day.

- Host a Movie Night at Hoyts or your local cinema – Hoyts have discounted pre-paid movie vouchers or discounted tickets to movie screenings.
- Trivia Nights/Golf Days/Fashion Parades
- Host a High Tea/Morning or Afternoon Tea
- Corporate event naming Stillbirth Foundation as charity of choice.

Raffles – regulations for raffles that are of higher value differ from state to state. Please contact your State or Territory's Office of Gaming for more details.

Safety is an important part of fundraising. Always check facilities in advance, including fire exits and first aid. Have a contingency plan if something unexpected occurs, especially if holding an event outside.

Financials

As a fundraiser you are responsible for all financial aspects of your activity or event. This includes all record keeping and depositing funds into the nominated Stillbirth Foundation bank account within 14 days of the event.

Materials and Information

We want your event to be a success, so during this journey the Stillbirth Foundation is willing to provide any promotional materials we have that may be of help in supporting your event. We will post your event on our social media sites, website and e-newsletter so our supporters will be informed.

We will also issue receipts to your donors at the conclusion of the event. Please keep their individual details to enable us to be able to do so.

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- *a tax deductible receipt can only be issued for donations \$2 and over*
- *you are not permitted to claim a personal tax deduction for monies donated on behalf of others*
- *you are not permitted to claim a tax deduction for gifts donated to your event.*

Thank you again for choosing to fundraise on behalf of the Stillbirth Foundation Australia. If we can be of any assistance to you during any stage of your community fundraising event please let us know.

Some useful contacts

New South Wales

Office of Liquor, Gaming & Racing –
www.olgr.nsw.gov.au Ph: 9842 8188

Australian Taxation Office –
www.ato.gov.au Ph: 13 24 78

Fundraising Institute of Australia (AIF) –
www.fia.org.au Ph: 9411 6644

ACT

Act Gambling and Racing Commission –
www.gamblingandracing.act.gov.au
Ph (02) 6207 0361

Access Canberra –
www.accesscanberra.act.gov.au
Ph: (02) 6207 3000

Victoria

Consumer Affairs Victoria –
<https://www.consumer.vic.gov.au/clubs-and-not-for-profits/fundraisers>
Ph 1300 558 181

Victorian Commission for Gambling and Liquor Regulation –
www.vcglr.vic.gov.au
Ph 1300 182 457

Queensland

Office of Liquor and Gaming Regulation –
www.olgr.qld.gov.au Ph: 13 74 68

Office of Fair Trading –
www.fairtrading.qld.gov.au Ph 13 74 68

Northern Territory

Licensing, Regulation and Alcohol Strategy Division –
www.dob.nt.gov.au/gambling-licensing
Ph (08) 8999 1800

South Australia

Consumer and Business Services –
www.cbs.sa.gov.au Ph 13 18 82

Tasmania

Liquor and Gaming Branch –
www.treasury.tas.gov.au Ph (03) 6166 4040

Consumer Affairs and Fair Trading –
www.consumer.tas.gov.au/registration/charities
Ph 1300 654 499

Western Australia

Department of Commerce, Charitable Collections Section –
www.commerce.wa.gov.au/charities
Ph: (08) 6251 1407

Department of Racing, Gaming and Liquor –
www.rgl.wa.gov.au Ph 1800 634 541

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