

# Fundraising Guidelines



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## 1. Fundraising checklist

### Pre event

1. **Decide:** What are you going to do to raise money for Healthy Hips Australia (HHA)
2. **Read:** Familiarise yourself with the HHA Fundraising Guidelines so you know and understand what your responsibilities are and how to make sure everything is above board
3. **Register:** Tell HHA what your fundraising event is so we can approve it, and help where possible

### Post event

1. **Acknowledge:** Acknowledging those who supported your event is always well received
2. **Issue receipts:** Make sure everyone wanting a receipt for their donation has one (receipt template available from HHA, for approved events, for those needing one for tax deduction purposes)
3. **Transfer funds:** Send funds and relevant paperwork to HHA. Funds to be received by HHA within 2-weeks of your fundraiser ending.

## 2. Why support HHA?

1 in 20 babies are born with hip instability; global statistics suggest approximately 4-5 per 1000 require treatment for hip dysplasia.

The rate in Australia is unfortunately above the global average; the popular culture of swaddling and inconsistencies in screening, and appropriate follow up, are contributing to this.

Hip dysplasia is a common condition that health professionals aim to diagnose early in babies. It can result in months — and in some cases years — of medical treatment. Left undiagnosed, it's one of the leading causes of early-onset arthritis of the hip.

Community awareness of hip dysplasia and factors influencing it in Australia is limited.

Healthy Hips Australia aims to ensure expert resources, education and support are readily available for all people living with hip dysplasia, or raising and working with those affected by it.

Healthy Hips Australia was founded by occupational therapist, Sarah Twomey. The inspiration came from her personal experience of having two daughters with hip dysplasia.

“I was bewildered when my eldest daughter’s two-month stint in a hip harness turned into a two-year ordeal”. While her youngest daughter’s journey was less stressful, Sarah became all too familiar with the need to assist hip dysplasia-affected families who were overwhelmed and uninformed about the condition. “Even as someone who works in the healthcare system, I found it hard to navigate the experience of DDH with my children. That inspired me to launch Healthy Hips Australia.”

With your help in raising additional funds, Healthy Hips Australia will have a great ability to reach more Australians and educate about the importance of facilitating hip-health from birth across the lifespan, as well as support those working with and impacted by hip dysplasia.

### 3. Hosting a fundraiser for Healthy Hips Australia

#### What you need to know

This guide gives you an overview about what you need to know about raising funds for HHA by running your own fundraising event. The hardest part about fundraising is not knowing where to start.

There are plenty of fun ways to raise funds to support the work of HHA.

Funds raised will be used to help HHA have the capability to reach more Australians and educate about the importance of facilitating hip-health from birth across the lifespan, and support those working with and impacted by hip dysplasia.

It’s important to choose a way to fundraise that appeals most to you; volunteering has a positive impact on health, happiness and sleep so it’s not just HHA that stand to benefit from your efforts.

Whether you fundraise on your own, in your workplace, school, community or mothers group - there are lots of ideas to raise funds for HHA and hip dysplasia awareness. Find one that suits you or come up with your own idea!

## Ideas

### **Hold a Healthy Hips morning tea, picnic in the park, high tea or ladies night-in**

- Bringing friends, family or colleagues together, over food and drink, is a great way to promote the importance of hip health.
- You can raise funds by selling tickets or collecting donations on the day.

### **Hold a Healthy Hips Quiz Night**

- Quiz nights are fun and a great way to bring the community together. Apart from the fun had, the event provides a fantastic opportunity to increase hip dysplasia education amongst the audience, which in turn encourages them to spread the word about this poorly known condition.
- Display hip dysplasia awareness posters and print out the downloadable resources for each table.
- You can raise funds by selling tickets, collecting donations, running raffles, and hosting a silent auction at the event.

### **Organise a Casual Clothes Day**

- Where your workplace allows it, organise to dress casually during Healthy Hips Week.
- You can raise funds by collecting donations on the day. Be sure to display hip dysplasia awareness flyers and draw attention to the impact the condition has across the lifespan if left untreated.

### **Organise a Healthy Hips Event for kids**

- Ask your mums/play group, child-care facility, or school to allow a Healthy Hips event. Ideas include a book day, reading *Hope The Hip Hippo* and discussing hip dysplasia, or an obstacle course

event, which promotes rolling, crawling, climbing, jumping and running.

- You can raise funds by hosting a morning tea to complement the book day or having people sponsor each child participating in the obstacle course. Remember to distribute hip dysplasia awareness flyers at these events as treatment is optimised the younger it is diagnosed.

### **Hold a raffle**

- Raffles are simple to organise and everyone loves the chance to win something. Ask local businesses to donate a prize.

### **Get creative**

If these ideas don't suit you, come up with your own idea and let us know, as we love to hear about them.

## **4. The essentials**

The following guidelines are provided to help ensure that you can fundraise successfully, and also to make sure it meets relevant fundraising legislation.

Please read these carefully and make sure you are able to meet the requirements before you commit.

These are most relevant for individuals, schools, workplaces and community groups who are planning to organise an event to raise funds on behalf of Healthy Hips Australia.

A Fundraiser must agree to these terms and conditions by notifying HHA of the event and receiving the OK to fundraise from HHA.

### **Get the okay from HHA to fundraise for us**

Before being given the okay to fundraise, organisers need to fill in and email back the [Fundraising Plan form](#).

It takes about 5 minutes and will ask you for:

1. Event organisers name, organisation name, address, contact number(s) and email;
2. Event name
3. Date and timeframe of fundraising event
4. A brief description of how you plan to raise funds for HHA
5. Acknowledgement that you have read and understand HHA's terms and conditions for fundraising as set out in this guide.

HHA will respond to all registrations within 2-3 working days and give you the go-ahead provided that your event satisfies the following:

1. The fundraising event supports the aims and values of HHA; and
2. The fundraising event is not considered high risk. The HHA fundraising committee, in consultation with the board of directors, reserve the right to determine what is considered high risk.

## HHA has the rights to say no

Healthy Hips Australia reserves the right to decline or withdraw approval of the fundraising event at any time.

## Permission to use the HHA name and logo

It's important to remember that the fundraising event is not a Healthy Hips Australia event, but an event run by you to raise money for HHA.

Use of HHA's name and logo will only be allowed under the following conditions:

- Strictly no changes to colour, design, or reproducing the logo out of proportion
- The relationship between the event and HHA, as the recipient of funds, must be clearly stated. Use of the following wording during advertising of your event provides clarity for those donating to the event:
  - Raising funds for Healthy Hips Australia or
  - All money raised to support Healthy Hips Australia

## 5. The Planning

### Responsibility of you, the fundraiser

The planning and implementation of an approved fundraising is the sole responsibility of the Fundraiser(s). The event must be conducted in the name of the Fundraiser(s) with Healthy Hips Australia identified as the charity benefiting from the funds raised.

The Fundraiser(s) are not employees or agents of Healthy Hips Australia nor are they acting in any other representative capacity.

### HHA's role in individual fundraisers

HHA will endeavour to support you with your fundraising event; without your support we aren't able to sustain our service. HHA is not, however, able to organise and co-ordinate your fundraising event, nor can we assist in sourcing prizes, venues, organising publicity, or providing goods, services or financial assistance to the Fundraiser in the running of the event.

### Insurance

Your event will not be covered by HHA's public liability insurance. Depending on the nature of your event, HHA may advise that you consider sourcing your own insurance, or to hold your fundraising event at a location that is already covered by public liability insurance. In all circumstances, ensuring adequate insurance is the responsibility of the event organiser.

If Healthy Hips Australia ascertains that a proposed fundraising event is high risk, we may request proof that public liability insurance cover is in place.

## 6. Handling the money raised

Keeping accurate financial records is important when organising any fundraising event. Responsibility for this rests entirely with the Fundraiser and they need to comply with the applicable fundraising legislation in your State or Territory.



Fundraising legislation is in place to protect the interests of the public. Therefore it is important that fundraisers:

1. Keep accurate financial records and copies of receipts and invoices. Ideally, fundraisers should provide HHA with a basic income and expenditure report. This will also help if a fundraiser is asked to present the outcome to event participants.
2. If a fundraising event requires the establishment of a separate bank account, the account name must include Healthy Hips Australia. All funds should be banked into this account, and then the account closed once the event is completed and money transferred to HHA. HHA should be notified if an account is being established. It is likely that the bank will want to view the HHA 'OK to Fundraise Authority'.
3. All expenses are the responsibility of the fundraiser but can be deducted from the proceeds of the event. Please keep records (including receipts)
4. Once your event is approved, a receipt template can be provided on request. These can only be used for approved fundraising events. Receipts to be issued by HHA at the end of the event therefore contact information will need to be collected to facilitate issuing of these receipts.

Tax-deductible receipts can only be issued to people donating money of \$2 or more, where the donor has received nothing in return. Receipts cannot be issued for the following transactions:

- Purchase of goods (cakes etc)
- Raffle tickets
- Donation of goods and services
- Auction purchases

In some cases, a percentage of a ticket price is claimable, for example when guests pay to attend a dinner or a lunch. Event organisers will need to seek independent advice if a portion is claimable via the Australian Taxation Office.

5. HHA can only issue receipts up to the value of the net funds retained at the conclusion of the event, provided that appropriate financial records are provided.

## 7. Legal Stuff

Fundraisers must comply with all necessary State or Territory Legislation for fundraising. Legislations differs in each State or Territory and should be investigated and understood by the fundraiser.

Things to consider include:

**Licenses/Permits:** Some activities may require different licenses and permits. It is the responsibility of the Fundraiser(s) to ensure the event complies.

- Licences are often required for raffles, food preparation or alcohol sale/consumption.
- Permits may be required for public events, as may public liability insurance.

**Managing Risk:** As a Fundraiser, it's important to provide a safe environment, free from hazards that may cause injury or illness. It is recommended that Fundraiser(s) undertake a risk assessment of your event. A good place to start would be to list any obvious risks or things that could potentially go wrong. For workplace, school, childcare facility or incorporated groups, talk to the person or department responsible for Occupational Health and Safety. For individuals, your local council, or the council in which your event will occur, are the best sources of information.

The fundraiser(s) needs to be mindful of the commitment involved to run an event and acknowledge that they are aware of the risks involved and voluntarily agree to assume those risks.

## 8. Disclaimer & Privacy Statement

Healthy Hips Australia's Disclaimer and Privacy Statement is available at <http://www.healthyhipsaustralia.org.au/privacy-policy/>

## 9. Contact details

Healthy Hips Australia Ltd [ACN 75 605 680 411]

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