



Community Fundraising Resource Pack

SolarisCare Foundation



A SolarisCare volunteer therapist

Introduction

Thank you for your recent request for fundraising and volunteer information

Fundraising is a great way to meet new people and play an active role in the success of the SolarisCare Foundation. Your support is vital to meeting the needs of Western Australians living with cancer, their families and carers.

This resource pack is designed to help you raise funds in your community through public and special events.

The pack provides you with simple ideas to get you started on your own fundraising adventure and all the know-how you will need to ensure a successful event.



“Chemo Club” participants at Aspire Fitness

How your fundraising will help

With your help SolarisCare provides over 7,000 treatments each year

SolarisCare Foundation aims to improve the quality-of-life of cancer patients and their carers. Our Cancer Support Centres are the first of their kind in Australia, and are at the forefront of integrating complementary approaches into mainstream clinical practice.

We provide;

- Friendly drop-in centres
- Access to free complementary therapies
- Information and referral services
- Specialised exercise programs
- Courses for carers
- Counselling
- Bereavement Programs

Thanks to the help of community fundraising, we have been able to expand our key services into regional Western Australia, to ensure that our patients receive the best possible health outcomes.



A Red Sky Ride participant

Getting started

There are many ways you can raise funds for the SolarisCare Foundation, from a simple sausage sizzle to a glitzy dinner.

Community fundraising is only limited by your imagination and desire to succeed. The following steps will give you everything you need to know to start your fundraising event.

1. Choose a fundraising event (have a look at page 6 for some ideas to get you started)
2. Read through Part 2 of this pack to ensure you understand your responsibilities.
3. Complete and return the Fundraising Registration Form on page 14 to let us know about your planned event.
4. We will then send you a Letter of Authorisation. This document is vital as it will allow you to approach people for donations.
We will also send you a copy of our logo and the instructions on how to use it.
5. RUN YOUR EVENT!!
6. Return the funds raised to SolarisCare within 28 days of the completion of your event.

And in six easy steps you would have made a lasting difference to the lives of Western Australians living with Cancer.



Community Fundraising Pack

This pack will provide you with the tools you need to achieve fundraising success. By following these steps you can ensure a successful event.

Part 1: General Information:

- Fundraising events and activities
- How the SolarisCare Foundation can help you
- Other ways you can support cancer patients and their families

Part 2: Important information for fundraisers:

- Use of the SolarisCare Foundation name, logo and branding
- Your responsibilities as a fundraiser for the SolarisCare Foundation
- Managing money
- What to do if things go wrong
- Forms you will require
- Contact details for the SolarisCare Foundation

SolarisCare Patron Justin Langer & Executive President Dr David Joske

Part 1

General information



Art Auction

Fundraising events and activities

Fundraising events come in all shapes and sizes. Here are a few ideas to get you creative juices flowing!!

- Second hand book sale
- Auctions at work
- Art or craft competition
- Cake sale
- Car rally
- Car wash
- Concert
- Celebrity guest speakers*
- Crazy hair day at work
- Dinner at your house but charge restaurant prices
- Recycled fashion show and sale
- Footy tipping
- Cocktail party
- Girls pamper night
- Boys game night
- Go without for a cause
- Pet Washing
- Bingo
- Nightclub event
- Quiz night
- Weight loss challenge
- Wine and cheese tasting
- Karaoke for a cause
- Endurance challenge
- Coffee donations
- Movie night
- Grand ball
- Cocktail evening

You can also fundraise online by setting up your own web page at www.everydayhero.com.au and email friends and contacts for support. Ask us how!

***If your event relies on an appearance by a celebrity or publicly-recognised person, please contact SolarisCare for approval before approaching them.**



Rottnest Swim for SolarisCare

How we can help you

Once your fundraising idea has been approved, here are some of the ways we may be able to help:

- A Letter of Authority to prove that your event is genuine
- Helpful advice on how to make your event a success
- Branded SolarisCare Foundation materials and resources, such as bookmarks, brochures and collection tins
- Promotion of your event on our website and in our newsletters
- Attending your event to represent The SolarisCare Foundation and/or to accept donations
- Providing tax-deductible receipts to donors
- Assistance with media releases and other promotional materials you produce (when available)
- Thank you certificates for your supporters

Please note that we do not provide:

- Funds or reimbursement for any expenses incurred
- Mailing lists for you to use in promoting your event
- SolarisCare Foundation staff to help coordinate or run the event itself
- Applications for permits, licences or insurances that may be required (these are the responsibility of the organiser)
- Prizes, auction or raffle items.



SolarisCare volunteers working with the local business community

Other ways to help

Become a volunteer

If you have some spare time, but not enough to run your own event, then you can volunteer for one of the SolarisCare Foundations existing events. We have fundraising events throughout the year that you can be a part of.

Make a donation

It's as easy as that. Make a one off donation or give regularly. We can even help you make an ongoing pledge from your salary.

Make a bequest

Each year, many caring Australians choose to remember the SolarisCare Foundation in their Will. This generous gesture means we can continue to provide services and programs to people living with cancer.

Become a corporate sponsor

Our work relies on the generosity of many. Businesses are ideal partners for the SolarisCare Foundation. Not only do they provide the funds vital to our work but they also help to raise the profile of our organisation. Other corporates provide In-Kind donations as their way of making a difference.

Sign us up for workplace giving

Many corporate organisations are now undertaking workplace giving programs as part of their community outreach. If you work for such an organisation, why not nominate SolarisCare as a charity of choice.



Part 2

Important information for
fundraisers

Fundraising Event Registration Form

Organisers Contact Details

Title: Mr/Mrs/Ms/Dr
 Name of organiser.....
 Name of community group (if any).....
 Relationship to community group

Link to the SolarisCare Foundation

Organiser's street address

Suburb State..... Postcode.....

Contact Number..... Mobile..... Email.....

Do you have current or previous criminal convictions Yes/No
 If yes please provide details

Details of Proposed Activity

Name of activity

Brief description.....

Proposed time frame Venue.....

Venue address.....

How will funds be raised from this activity?.....

What proportion of funds raised will go to the SolarisCare Foundation?.....

Are there any other charities benefitting from this event Yes/No
 If yes, please provide details

Event Budget

Total estimated income that will be generated \$..... Total estimated costs \$

Details of expected costs (advertising, equipment, venue etc).....

Estimated net revenue to be donated to the SolarisCare Foundation \$

Any other comments.....





Support from the SolarisCare Foundation

We are happy to provide promotional materials to assist with your fundraiser

Please indicate what you may require with approximate quantities below:

- Donation tins.....
- Bookmarks
- Information Brochures.....
- Display Banners.....
- Other

Please indicate below any other support you would like from us:

- Inclusion on the SolarisCare Foundation's website
- Inclusion in the SolarisCare Foundation's newsletter
- A SolarisCare Foundation guest speaker
- Media Releases
- Other

Authorisation

I (fundraiser's full name) have read and fully understand and agree to comply with the terms and conditions of fundraising for the SolarisCare Foundation as outlines in this pack.

I agree to act in a professional manner in conducting the fundraiser and uphold the reputation and values of the organisation. I also accept that I am obligated to remit funds raised for the SolarisCare Foundation within 28 days of my fundraiser finishing.

Signed:..... Date:.....

Note: if you are under 16, please have a parent or guardian sign this form on your behalf

Please return this form to the SolarisCare Foundation PO Box 7144 Shenton Park WA 6008

Fundraising result form

This form should be completed after your event is finished and returned to
The SolarisCare Foundation PO Box 7144 SHENTON PARK WA 6008

Name of event..... Mobile

Date held..... Email

Full name of Fundraiser Total gross income was \$

Title Mr/Mrs/Ms/Dr/Other I have deducted expenses of \$.....

Street address I have enclosed the total net proceeds of \$.....

Suburb..... State..... Postcode.....

Contact phone number Signature

Expenses Incurred

Date	Supplier Paid	Description of Purchase	\$ Amount
e.g. 12/10/11	Bunnings Warehouse	Rope for hanging marquee	\$50.00

Total Expenses: \$

Before posting or delivering to the SolarisCare Foundation please check the following;

- Funds collected are enclosed
- Receipts and invoices where applicable are provided.
- Donor receipt form, overleaf has been completed (if receipts are required)

Using the SolarisCare Foundation name, logo and brand

The SolarisCare Foundation is represented by the SolarisCare logo. This logo is a registered trademark and a symbol of what we stand for and as such, must be used appropriately.

- You must have prior written consent to use the SolarisCare logo on any promotional material produced.
- The use of our name, logo and branding is exclusively controlled by SolarisCare.
- You must not alter the SolarisCare logo in any way.
- We will not licence the use of our logo where the SolarisCare Foundation is not a beneficiary of the community fundraiser, to avoid confusion.

There is a correct way to use our name in connection with your event, some examples are provided below.

Acceptable:

- Proudly supporting the SolarisCare Foundation
- Bake Sale with net proceeds to the SolarisCare Foundation
- 50% of the net proceeds from this ____ will go to the SolarisCare Foundation

Not Acceptable:

- SolarisCare Foundation Luncheon
- SolarisCare Foundation Art Show

All communications must also clearly state the amount of funds raised going to the SolarisCare Foundation or if funds are split with another charity.

Example:

- All proceeds go to the SolarisCare Foundation
- 50% of proceeds go to the SolarisCare Foundation and 50% go to the XYZ.

Under no circumstances are fundraisers allowed to manufacture or licence any merchandise bearing the name, logo or branding of the SolarisCare Foundation without written permission.

Fundraisers must ensure that they do not use our name in a way that will bring the SolarisCare Foundation into disrepute or create confusion.

Responsibilities as a fundraiser

As with any organisation, there are certain responsibilities we ask our community fundraisers to accept prior to undertaking fundraising activities.



1. A Fundraising Event Registration Form must be completed prior to commencement of your event.
2. You must comply with any obligations under the Charitable Fundraising Act and state regulations. Any necessary permits or licences to fundraise must be secured by you. The SolarisCare Foundation will assist with this process if you are unsure and point you in the right direction.
3. You need to ensure a safe event, including appropriate public liability insurance, and first aid if required. For larger events we may be able to provide insurance coverage for you.
4. All funds must be received by the SolarisCare Foundation within 28 days of the event taking place.
5. You must not employ the use of unsolicited telemarketing, door-to-door collections or street appeals in connection with your event.
6. Children under the age of 16 must have parental consent when undertaking a fundraising event.
7. You must inform the SolarisCare Foundation of any criminal convictions.
8. You must agree to release the SolarisCare Foundation to the fullest extent permissible under the law for all claims and demands of any kind associated with the event.
9. The SolarisCare Foundation reserves the right to withdraw support for the fundraising event at any time if it appears there is a likelihood of the organiser breaching any of their responsibilities.
10. If you are acting on behalf of an organisation, you are responsible for obtaining appropriate approval for your fundraising event.
11. We know that even the best intentions can become undone by unforeseen circumstances. If this occurs, the best thing to do is pick up the phone and talk to the SolarisCare Foundation. We are here to help you.

Managing Money

As the fundraiser you are responsible for ensuring the financial management of your event.

- **Collecting Funds**

You are only able to collect cash, cheques or money/postal orders (made payable to the SolarisCare Foundation). Credit Card donations can be made directly to our office on (08) 9381 4074 or through our website www.solariscare.org.au.

- **Your Costs**

Any costs you incur and deduct from funds raised must be fair and reasonable, and may only include expenses directly related to the event such as: Venue hire, catering, etc. As a volunteer you cannot claim personal time organising the event as an expense. No costs may be incurred in the name of the SolarisCare Foundation and you must not present yourself as an Agent of the SolarisCare Foundation

- **Donor Receipts**

If donors require receipts, complete the donor receipt form in this pack and return it to the SolarisCare Foundation. We will then issue receipts direct to each donor upon receipt of their donation*. For donations of goods or services where a receipt is required, please arrange for a letter to be sent from the supplier to us stating the value of the donated products and we will send an acknowledgement for their receipt.

- **Sending your funds to the SolarisCare Foundation**

Once your event is over, please complete the Fundraising Results Form in the pack along with the funds raised. Remember to send in a completed donor receipt form if receipts are required. Please do not send cash in the mail. The SolarisCare Foundation must receive these documents within 28 days of your event finishing. You can remit funds by cheque, direct payment to our bank account, credit card by phone or personal visit to our Subiaco office.

*** The Australian Tax Office rules that donations are not tax-deductable if a person receives goods or services in return for the money given (i.e. the purchase of any services or items, raffle/auction competition tickets, event entry tickets etc) For further information visit the ATO website: www.ato.gov.au**





Contact Us

If you have any questions about this pack, fundraising endeavours or anything else please feel free to contact us.

Street

C/o SolarisCare Foundation
St John of God Hospital
12 Salvado Road, Subiaco WA 6008

Postal

The SolarisCare Foundation
PO Box 7144
SHENTON PARK WA 6008

Telephone (08) 9381 4074
Fax (08) 9388 9788
Email info@solariscare.org.au
Website www.solariscare.org.au

Thankyou for your support