



Ronald McDonald House Charities® (RMHC™) Community Fundraiser Application form

Important information: all Charities are governed by strict fundraising legislation. To ensure your activity complies this legislation and RMHC policy and to enable us to provide you with the correct fundraising documentation please take the time to fill out this questionnaire and **fax back to RMHC at 02 9875 6588**. It is also important that you read the attached Community Fundraising guidelines. This application must be approved by RMHC and a confirmation sent to you before you can commence fundraising. If you have any questions please call us on 02 875 6705.

Applying Fundraiser's Contact details

Name: _____ Title: Mr/Mrs/Ms/Dr

Legal name of the entity proposing to fundraise (if applicable): _____

ABN # of entity proposing to fundraise (if applicable): _____

Mailing
address: _____

Postcode: _____

Email: _____

Website: _____

Home Ph: _____ Mobile: _____

Name of one referee:

Relationship to applicant: _____

Address: _____

Ronald McDonald House Charities Pty Ltd ABN 26 037 589 412
PO Box 392 Pennant Hills NSW 2120

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Phone: _____ Email: _____

Why have you chosen to raise funds for RMHC?:

Have you ever raised funds for RMHC before?:

If yes please give details:

Fundraising Activity Details

Proposed date/timeframe of your fundraising activity:

Address/Venue of Fundraising Activity:

Name/s of individual/s that will be conducting the fundraising:

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Description of proposed fundraising activities (**Please note: Unfortunately we cannot assist you if you are interested in selling products or services through McDonald's Restaurants as they do not accept unsolicited approaches**):

How much money do you expect to raise for RMHC?

If you are donating a portion of funds to RMHC from the sale of a product, of unit gross cost do you intend to donate to RMHC?:

(Please note: As suggested by the NSW Department of Gaming & Racing Best Practice Guidelines, If you would like to donate a portion of funds from the sale of a product to RMHC, you will need to enter into a binding legal trader's agreement. This agreement & RMHC policy requires you to commit to a minimum donation per year to RMHC of \$5,000 from your fundraising. This allows the Charity to gauge fundraising income over the year and helps us plan our program expansion and development accordingly).

How do you intend to promote your event? (**Please note all promotional material including printed, online & radio must be approved by RMHC before it is printed/featured/aired**)

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HOUSE CHARITIES
AUSTRALIA

When will the funds raised be sent to RMHC? -

How will the money be sent to RMHC e.g. Cheque/Direct Deposit:

Are you running any other activities in conjunction with the fundraising (please tick relevant boxes):

Raffle

Auction

Sweeps

Art Union

Chocolate Wheel

Other (please state)

Thank you for taking the time to complete this form. We will be in contact with you within 5 working days.

IMPORTANT

Please now read the following guidelines so that you understand your requirements as a fundraiser for RMHC.

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Ronald McDonald House Charities® (RMHC™)

Community Fundraising Guidelines

(Guidelines for Third Party fundraising by non-RMHC groups, individuals or organisations).

Introduction

RMHC appreciates the efforts of groups, individuals and organisations wishing to raise funds to donate to RMHC, but does not have the resources to manage or monitor each fundraising activity and ensure it complies with the various Fundraising Acts to which we must adhere. If you would like to undertake a fundraising event with the intention that proceeds are to go to RMHC then the following requirements are essential to ensure accountability to the donating public.

Purpose of the Fundraiser

It is most important that anyone wishing to raise funds for RMHC clarifies the purpose of the appeal to those they are raising funds from and clearly advertise that is it for RMHC.

Event Management

Any event organised by a third party (individual, group or organisation), external to RMHC is not an official RMHC event. Unfortunately, we cannot authorise any third parties to act as a RMHC agents. RMHC bears no responsibility for the management or conduct of a fundraising event organised by a third party.

For the avoidance of doubt, it is the responsibility of the third parties to ensure they are compliant with the relevant legislative requirements, including obtaining the appropriate permits / licenses if necessary.

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As we cannot advise on your specific fundraising registration/licensing requirements, we recommend you take the time to read the information provided by the relevant government bodies, details of which can be found at:

ACT: www.act.gov.au

NSW: www.dgr.nsw.gov.au

NT: no current website

QLD: www.fairtrading.qld.gov.au

SA: <http://www.revenuesa.sa.gov.au>

TAS: www.justice.tas.gov.au

VIC: www.consumer.vic.gov.au

WA: www.docep.wa.gov.au/charities

Legal requirements for any event held by a third party such as insurance is the responsibility of the third party organiser.

Use of Logo

You may state that the event is “Supporting RMHC” and that proceeds from the event are going to RMHC but you are not able to use the RMHC logo.

Under no circumstances do we grant you authority to manufacture, sell or license the sale or manufacture of merchandise bearing the RMHC logo.

Media and other Communications

Any communications produced by third party fundraisers must:

- Specify the intent / purpose of the fundraiser
- Specify what percentage or amount of funds will go to RMHC
- Include a clause stating that they are not endorsed by RMHC but supporting RMHC. We also strongly recommend that organisers clearly identify that RMHC is not involved in the organisation of the event, by use of the following wording:

[Name of organisation] supports the work of RMHC by raising funds for the. RMHC appreciates this support from [name of organisation] but is not involved in any of its fundraising activities.



Receipting and Payment of Funds

RMHC does not provide cash tins or receipt books for third party events.

If a third party fundraiser accepts donations on behalf of RMHC and the donors require a tax deductible receipt (as long as these comply with the legal obligations as a fundraiser), RMHC can provide individual receipts but must have a list of donor names, addresses and donation amount. RMHC will send receipts directly to the individual donors once the funds and all donor information has been received. Monies raised must be remitted to RMHC within 28 days of the event taking place and include a financial summary.

Frequently Asked Questions

Do I have to register with RMHC as a fundraiser?

Yes. All Charities are governed by strict fundraising legislation. To ensure your activity complies with RMHC policy and state fundraising legislation and to enable us to provide you with the correct fundraising documentation please take the time to fill out this form at the top of this document and fax back to RMHC at 02 9875 6588.

Please note this application must be approved by RMHC and you must have received your "Authority to Fundraise" letter from us before you can commence fundraising.

What can RMHC provide me with for my fundraising event?

Unfortunately we cannot provide you with photos or use of our logo, however, if you would like appropriate posters or materials for your event you may download our facts sheets and program brochures from our website at www.rmhc.org.au or email rmhc@rmhc.org.au and request some A3 colour posters.

Can you send us a money box for our business counter?

Yes. RMHC can provide branded money boxes. For more information please call our Fundraising & Communications Manager on 02 9875 6666.



I want to have a party and get people to donate to RMHC instead of presents. Can I use some of your posters at my party?

Yes, RMHC is able to provide you with posters for your event, please email this request through to rmhc@rmhc.org.au.

Are people going to be able to receive a tax-deductible receipt?

Yes, if you provide a list of the contributors' name, details and the amounts to us along with the cheque for the total raised. (All donations of \$2 and above are generally tax deductible.)

What if people want to give cash, can't some one from your office come and pick it up?

Unfortunately we do not have the resources to send an individual to collect the cash you raised. What we would recommend is that either you draw a bank cheque or a money order as this is the securest method for you and also the easiest way for us to process your donation.

I want my business to contribute all the profits from the sale of an item/s to go to RMHC.

You can contribute a percentage of profits to RMHC and you can mention that your proceeds will go towards RMHC; however, we are unable to allow the use of our logo in this instance.

If I can't use your logo how can I prove to people that this is a legitimate fundraising activity and the money is going to RMHC?

You will receive a "Sanction to Fundraise" Authority letter from RMHC to be displayed wherever the fundraising is taking place.



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I am planning to have an event and charge a fee for people to come and I will be donating the proceeds to RMHC, can I get a receipt book to give them a tax deductible receipt?

No, firstly we do not issue receipt books to anyone who is not a RMHC official.

Secondly, individuals actually may not be eligible for a tax-deductible receipt due to the fact that they are receiving a benefit. Only where the cost for the donor to participate in the event is \$250 or more, and the value of what they are receiving is worth less than 10% of what they are contributing (or \$100 – whichever is the less) can we provide tax deductibility - and then it is only for the difference between the item's value and their contribution.

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