



hold your own
fundraiser

July 2018



welcome

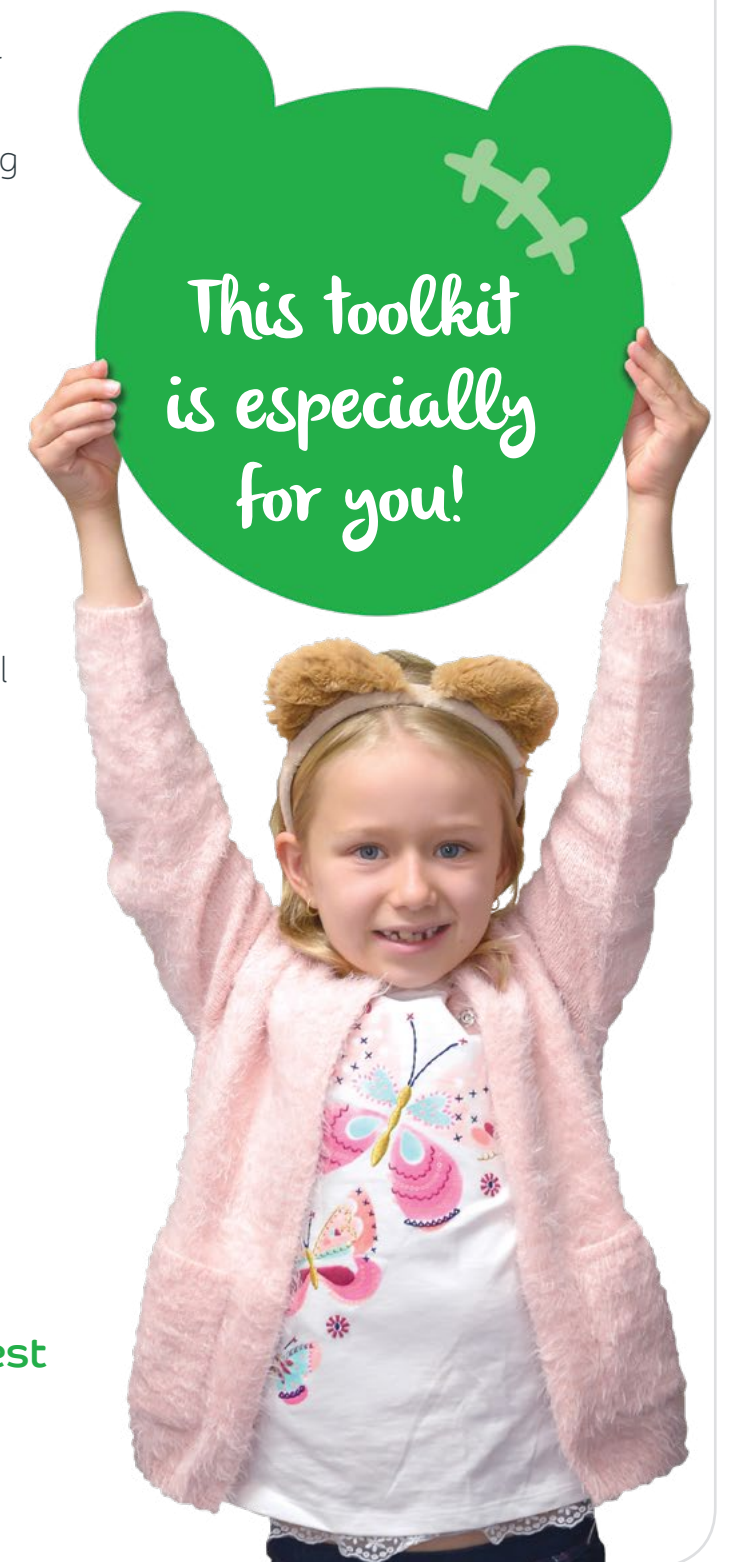
This toolkit is made especially for you. It's packed with ideas and tips to make sure your fundraising journey is successful and lots of fun!

Our supporters have done some pretty amazing things to raise money for WA's only specialist children's hospital. We look forward to hearing what you will do to support kids throughout WA.

Your idea, be it a bake sale, casual dress day or marathon run, will help the thousands of children who depend on Perth Children's Hospital for their health.

Thank you for your interest in fundraising for Perth Children's Hospital Foundation and welcome to our fundraising club!

You are giving children a chance to live their happiest and healthiest lives.



you are giving children like Mila a chance

Mila was referred to Princess Margaret Hospital when she was just four days old. She was born with atrophied, non-opposable thumbs, shorter than usual forearm bones and heart complications.

In 2015, Mila had surgery to remove her two 'mini' thumbs and turn her index fingers into thumbs. Occupational Therapists are now working with her to strengthen and develop her new thumbs.

Thanks to the support of generous people like you, Mila has access to world-class doctors and medical equipment.

Maxime, Mila's mother, is thrilled with how well she is doing.

"Mila is such a happy, confident and social little girl. Thanks to her surgeries, she is able to hold pens and toys like other children her age. She wouldn't have this ability if it wasn't for PMH so we are incredibly grateful."

Mila's ongoing support and treatment includes occupational therapy sessions every six weeks and wearing splints on her forearms at night to help lengthen her bones.

The hospital needs your support to help fund the work of Occupational Therapists and continue Mila's treatment.

"It took quite some time, almost a year, for us to come to terms with things. The fact that Mila is so happy and able to do things that other children can is what has made the difference. The wonderful care and support that we as parents have received from the team at PMH has also been a big part of our acceptance," said Maxime.

Mila will continue to receive care with her medical team at Perth Children's Hospital.

You can give kids throughout WA a chance - register your fundraiser today!



Children like Mila are depending on you – without your support they wouldn't have access to internationally acclaimed doctors, research projects, equipment and much more.



how you are giving kids a chance

Generous people like you help the three out of four families in WA who have a connection to Perth Children's Hospital.

Each year over 55,000 children and their families pass through the hospital's doors for care and treatment.

\$ 1,000	can fund the replacement, configuration and installation of a new patient LCD TV.
\$ 2,000	can buy a new recliner chair so parents are as comfortable as possible at their child's bedside.
\$ 5,000	can pay for music therapy for children on a ward for six months.
\$ 10,000	can buy a vital signs monitor to enable a child's heart rate, temperature, blood pressure and other vital signs to be easily checked, monitored and recorded by staff.

You help by giving your time and energy to come up with fun and creative ways to raise money for Perth Children's Hospital Foundation!



fundraising ideas

The key to successful fundraising is doing something fun that suits your audience. Here's a few ideas to help get your creativity flowing.

- Slumber party
- High tea
- Birthday celebration
- Dinner fundraiser
- Superhero dress-up
- Raffle
- Casual dress day
- Fun run or walkathon
- Head shave
- Garage sale
- Clothes-swap
- Bowling event
- Wine and cheese night
- Cinema charity night
- Car wash day
- Cake stall
- Quiz night
- Garden party
- Breakfast at the office
- Sausage sizzle
- World record breaking challenge

how to **fundraise**

1

read

Go through this Community Fundraising Guide and you're already halfway there! This guide is full of lots of fundraising tips and inspiration to help you get started.

2

register

Complete our online Fundraising Proposal Form at pchf.org.au/fundraising-form and tell us about your fantastic fundraising idea, or fill in the proposal form at the end of this booklet!

3

get the go-ahead

Once your fundraising idea is approved, you'll receive all the things you need to really get started with your fundraising. This will include a Fundraising Agreement confirming your activity has been officially registered with the Perth Children's Hospital Foundation.

4

make it happen

Hold your fundraiser and have lots of fun!

5

bank your funds

Use the bank information in "Your Fundraising Guidelines" to deposit the funds you raise.

6

celebrate!

Display your official Perth Children's Hospital Foundation certificate with pride – you've given kids in WA a chance to live their healthiest and happiest lives.

Well done!



frequently asked **questions**

Q I'd like to organise an event to raise funds for Perth Children's Hospital. Where do I start?

A It's simple, read through the Perth Children's Hospital Foundation Fundraising Guidelines then register your event by completing and returning our fundraising proposal form. We will review your application and once it's approved, we will send you your Authority to Fundraise letter.

Q How much should I aim to raise?

A As a general rule, community fundraising events should aim for 4:1 return – for every \$1 you spend you should aim to raise \$4.

Q Where does the money I raise go?

A As the official fundraising body for Perth Children's Hospital, all net income raised through the Foundation is made available to the hospital and entities associated with the hospital, such as the Child and Adolescent Mental Health Service and the Child and Adolescent Community Health Service.

Q Can I donate toys or other gifts to Perth Children's Hospital Foundation?

A We are always extremely grateful to receive donations or gifts from the public. However, the hospital's strict infection control policies mean we can only accept brand new, unused items.

Q Will my fundraising event be covered under Perth Children's Hospital Foundation's insurance?

A As a third party fundraising group or individual, you are not covered under any Perth Children's Hospital Foundation insurance policies. We therefore recommend you arrange your own insurance for any fundraising activities you undertake.

Q Do I need a license or permit for my fundraising activity?

A Fundraising activities in public places may require a permit from the property owner or council. Certain fundraising activities such as raffles or the sale of alcohol may require licenses. Check if you need a license by contacting the Department of Racing, Gaming & Liquor at rgl.wa.gov.au or by calling (08) 9425 1888.

Q What support can Perth Children's Hospital Foundation provide to help me promote my fundraising event?

A Lots! We have put together several useful guides to help you promote your event through local media and social media. We can also share details of your event on our Facebook page and other social media. And, depending on availability, our official mascot Stitches the Bear may be able to attend your event. For more information call (08) 6456 5550.

Q How do I transfer the money raised to Perth Children's Hospital Foundation?

A Just complete the Fundraising Completion Form in the Fundraising Guidelines and return to us along with the net funds raised within 14 days of your fundraising taking place.

Q Can expenses be deducted from funds raised by the event?

A Yes, provided they are documented properly and do not exceed 40% of total proceeds.

Q Can I raise money for a specific ward or project at the Hospital?

A Yes. Perth Children's Hospital Foundation funds initiatives across the entire hospital and generally direct donations to the areas of greatest need. However, if you wish to direct the funds you raise to a specific ward or project, just let us know when you register your event.

We're happy to answer your fundraising questions and hope to hear from you soon!

Please contact Sarah McNamara on (08) 6456 5554 or email sarah.mcnamara@pchf.org.au

how we help you

We think what you're doing is truly amazing – and we are happy to help!



Contact our Community Fundraising Manager, Sarah McNamara today to find out how we can work with you to make your activity a huge success.

This can include:

- Approval letters
- Use of our “Proudly supporting” logo
- “How to” guides
- Online fundraising pages
- Posters
- Collection tins
- T-shirts
- Merchandise
- Tax receipts
- Certificates
- Stitches Bear visits
- Perth Children’s Hospital Foundation speakers



fundraising proposal form

fundraising event

Name of Fundraising Activity/Event: _____

date & time: _____

venue: _____

number of people: _____ fundraising target: _____

Please provide a **brief outline of your proposed fundraising activities, e.g. raffle, donations tins, etc.**

Will any other charity be benefiting from this activity/event?

name of charity: _____

percentage split of funds: _____

I would like the following, to assist in our fundraising efforts:

- ☐ collection tins
- ☐ receipt books
- ☐ t-shirts
- ☐ merchandise
- ☐ A3 posters (generic)
- ☐ bunting (12m lengths)

Will you be promoting this activity/event in the media? ☐ Yes ☐ No

If Yes, please provide details: _____

We would love to hear your reason for choosing Perth Children’s Hospital Foundation as the beneficiary of your fundraising activity/event. (NB – this information will not be publicised without the prior consent of the Authorised Fundraiser)

authorised fundraiser

Contact Person:

name: _____

organisation (if applicable): _____

address: _____

suburb: _____ state: _____ postcode: _____

tel: _____ fax: _____

mobile: _____

email: _____

Committee Members (if applicable):

1. name: _____
tel: _____
2. name: _____
tel: _____
3. name: _____
tel: _____

agreement

I, _____

have read and agree to abide by Perth Children’s Hospital Foundation’s Fundraising Guidelines and indemnify Perth Children’s Hospital Foundation from and against any claims for injuries or damages arising at or from the fundraising event/activity.

signed: _____

date: _____

By signing up, you will receive information about how to help make it better for kids at Perth Children’s Hospital by supporting Foundation events, campaigns and initiatives. You can access our full Privacy Policy at pchf.org.au or by calling us on (08) 6456 5550.

This section to be completed by Perth Children’s Hospital Foundation

name: _____

position: _____

date: _____

Please complete and return to **Sarah McNamara** Community Fundraising Manager
Perth Children’s Hospital Foundation, PO Box 8249, Subiaco East WA 6008
t (08) 6456 5554 f (08) 6456 2344 e sarah.mcnamara@pchf.org.au





Perth Children's Hospital Foundation Limited
Perth Children's Hospital, 15 Hospital Avenue, Nedlands WA 6009

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