

## Your authority to fundraise for Sydney Children's Hospitals Foundation

April 26, 2021

Rotary Club of Sydney Cove Benevolent Fund  
Robert Taggart  
10 Melrose St  
MOSMAN NSW 2088

Authorisation No: ATF73393

Valid from: 26-Apr-2021 to 30-Apr-2022.

Dear Robert Taggart,

Thank you for choosing to fundraise for Sydney Children's Hospitals Foundation (SCHF). We are delighted to have you join the team. Your support will help change the lives of sick and injured children.

This letter authorises you to organise a fundraising activity on behalf of SCHF, and we are required to send you this as part of the Charitable Fundraising Act of 1991 before you can begin your activity.

Now that you have this letter, you can officially fundraise on our behalf! You can also now communicate to the public that proceeds from your activity will be donated to SCHF.

To help make sure that you are fundraising legally, please read and follow the conditions below, as well as following the [NSW Department of Fair Trading Conditions for Charitable Fundraising Authorities](#) guidelines. Don't hesitate to ask us if you have any questions.

In fundraising for SCHF, you are agreeing to:

- Gain approval and sign off for any correspondence, advertising, publicity or literature for the event, copy or design that mentions Sydney Children's Hospital, Randwick or Sydney Children's Hospitals Foundation, before progressing to print, broadcast, or production.
- Direct all media enquiries to your contact at Sydney Children's Hospitals Foundation.
- Not use the name or logo of Sydney Children's Hospitals Foundation in a way which could damage our reputation.
- Send all funds you raise to SCHF within 30 days after you have finished your fundraiser so we can start putting them to good use. If this is not possible, please speak to a member of our team. You can send



Together  
we can do amazing things  
for sick kids

funds in the form of a cheque or cash, or you can deposit directly into our account. This needs to be accompanied by all the relevant paperwork relating to your fundraising.

- Make cheques payable to Sydney Children's Hospitals Foundation and send to Sydney Children's Hospitals Foundation, GPO Box 4077, Sydney NSW 2001 or direct deposit to Sydney Children's Hospitals Foundation BSB: 062-000, Acc #: 1385 5733 using your authorisation number as the reference.
- Minimise expenses, to make sure as much money as possible can be used to help sick and injured children. By law, you must not exceed expenses of 50% of gross income from the activity and you should aim to fall well within this limit. Our team are here to help, should you need guidance.
- Not use any funds from auctions, raffles or donations to offset the costs of the event. You may use funds from ticket sales and sponsorship agreements to cover costs.
- Please note: any donations to your fundraising over \$2 are tax deductible. Auction items, sponsorship, tickets to events, raffle tickets or any instances where the donor receives something in return are NOT tax deductible and a receipt will not be issued
- Understand that SCHF will not pay invoices relating to expenses resulting from your activity, but our team is happy to discuss and advise you of the management of such expenses.
- Be responsible for obtaining public liability insurance for your event. SCHF does not carry liability insurance on behalf of our fundraisers.

Sydney Children's Hospitals Foundation has always and will always respect the privacy of all individuals, companies and community organisations who donate money, goods and/or time to us in support of Sydney Children's Hospital, Randwick. Personal information gathered through donations or purchases at an event is entered into a secured database for receipting purposes. **Sydney Children's Hospitals Foundation will collect, use and disclose personal information in accordance with its Privacy Policy available at [www.schf.org.au](http://www.schf.org.au).**

I hope your fundraising activity is a huge success, and you enjoy being part of the Sydney Children's Hospitals Foundation team. Thank you for giving your time, and energy to help sick and injured children.

If we can help you in any way, please contact Mel Russo on **1800 244 537**.

Yours sincerely,



**Nicola Stokes**  
Chief Executive Officer  
Sydney Children's Hospitals Foundation