

CURRUMBIN WILDLIFE HOSPITAL FOUNDATION

# COMMUNITY FUNDRAISING KIT



Love Wildlife 



[www.savingyourwildlife.org.au](http://www.savingyourwildlife.org.au)



# Thank you for your support!

Thank you for choosing to fundraise on behalf of Currumbin Wildlife Hospital Foundation. The Foundation was created to secure the future of Australia's wildlife. The Foundation directly funds Currumbin Wildlife Hospital and its vital work treating, rehabilitating and releasing sick, injured and orphaned native wildlife.

The Hospital has grown to be one of the busiest wildlife hospitals in the world, admitting over 8000 animals a year - a service that is provided free of charge to the community. The skilled and experienced veterinary team, supported by volunteers, prides itself in providing the highest level of veterinary care to all of their patients.

As a charity, Currumbin Wildlife Hospital Foundation relies on donations and public support to continue this free service to the community...which is why community fundraising events and initiatives are so important to us.

Did you know?

- Currumbin Wildlife Hospital has released over 50,000 native animals back into the wild since the first vet started worked in 1989.
- The Wildlife Hospital treats over 250 wild koalas every year.
- Currumbin Wildlife Hospital Foundation needs to raise \$1 million annually to save Australia's wildlife, and find cures for devastating diseases threatening our native species such as the koala.

By raising funds and awareness Currumbin Wildlife Hospital Foundation aims to continue its mission of protecting and preserving our native wildlife for future generations to enjoy.





# How your support helps our wildlife!

What will your hand have in the future of our wildlife? Your small contribution can make a big difference!

- ♥ \$20 would buy enough fruit to feed the sick and injured birds receiving treatment in our Hospital each day
- ♥ \$50 would cover the cost of treatment for a bird that has suffered injuries from a cat attack
- ♥ \$80 would purchase a set of crop needles, used for feeding orphaned baby birds
- ♥ \$100 would cover the cost of milk formula needed to hand raise an orphaned possum
- ♥ \$400 would cover the cost of repairing a turtle's broken shell
- ♥ \$800 would purchase a fluid pump, to help hydrate sick patients
- ♥ \$1200 would purchase a humidicrib, used to keep orphaned marsupials at a warm and cosy pouch temperature all day long
- ♥ \$2000 would cover the cost of surgery to remove a fish hook from a pelican's stomach
- ♥ \$3000 would help treat a koala suffering chlamydia





# Steps to a Successful Fundraising Event

1. The first step is to choose what sort of fundraising event or activity you would like to do. See our online suggestions for great and fun things to do, or come up with your own unique day. The ideas are endless and you can really get creative!
2. Read through our Fundraising Guidelines (attached) to assist you with your fundraising efforts. The Guidelines not only provide you with some great ideas and information, but also outline your legal responsibilities as a fundraiser, raising money on behalf of a charity.
3. Complete and submit the Fundraising Application Form. In order to raise funds on behalf of Currumbin Wildlife Hospital Foundation you must first have your event or activity approved. Please allow 5 business days for the approval process.
4. Once approved, we will provide you with a Letter of Authority to Fundraise. This letter will list the details of your event/activity, as well as the date or the timeframe in which the fundraising will be completed. Please note that you are unable to legally fundraise on behalf of Currumbin Wildlife Hospital Foundation until you have received a Letter of Authority to Fundraise.
5. Start planning your fundraising event! Make sure you read through the Fundraising Guidelines for great tips, checklists and information on how we can support you.
6. Hold your Fundraiser and help save our precious wildlife!





# Why not set up your own online fundraising page?

Setting up your Fundraising Event's own online fundraising page is a fun, easy and effective way to raise funds and promote awareness for your Fundraising Event. You can upload pictures and videos, share your story and messages of support, tell your social networks what you are up to and encourage others to join in the fun. Your friends, family and supporters can make instant donations and they will receive an automated tax deductible receipt... too easy!

To create an online fundraising page, follow this link to Currumbin Wildlife Hospital Foundation's [Everyday Hero site](#). If you have any questions or need any help to set up your online fundraising page, please do not hesitate to contact us.

## Congratulations! Your fundraising event was a great success!

Once your fundraising activity has been completed, don't forget to complete the Fundraising Summary Form and send all funds raised to Currumbin Wildlife Hospital Foundation within 14 days of completing your event or activity.





# Fundraising Guidelines

As an approved fundraiser representing Currumbin Wildlife Hospital Foundation, you must agree to the Fundraising Guidelines & Terms and Conditions.

Currumbin Wildlife Hospital Foundation reserves the right to withdraw approval of your fundraising event or activity at any time, if it appears there is a likelihood of you not meeting any of these responsibilities.

Due to limited resources, Currumbin Wildlife Hospital Foundation is unable to take a coordination role in the fundraising event or activity. This includes financial management, marketing and promotion, operational logistics, sponsorship procurement and soliciting of prizes and auction items, however where possible advice and support will be offered.

## Currumbin Wildlife Hospital Foundation Name & Logo Use

If requested, you will be granted permission to use our official “supporter logo” in the promotion of your fundraising event or activity.

However, it is important to note that when using Currumbin Wildlife Hospital Foundation’s name in the promotion of your fundraiser, the event or activity is being held ‘in support of the Foundation’, not managed or run by the Foundation itself. Suggested wording could be “[Event organiser] is holding a [Event Name] fundraising event in support of Currumbin Wildlife Hospital Foundation”.

Any promotional material or advertisements for the fundraising event or activity must state how the proceeds are to benefit the Foundation, for example “All proceeds from this event will be donated to Currumbin Wildlife Hospital Foundation” or “All proceeds raised will go towards Currumbin Wildlife Hospital Foundation and support Currumbin Wildlife Hospital.”

## Financial Records & Remittance

It is your responsibility as the fundraiser to manage all aspects of the event or activity, including record keeping and return of the funds raised to Currumbin Wildlife Hospital Foundation.





Details of money raised and expenditures must be completed on the Fundraising Activity Form, and returned to the Foundation together with all money raised within 14 days of your event or activity being completed.

Individual tax deductible receipts can be issued by Currumbin Wildlife Hospital Foundation if a supporter makes a donation of \$2 or more, and proceeds from the fundraising event or activity have been received. Please complete the "Receipts Required" section of the Fundraising Activity Summary Form.

Please note: when a supporter has received goods or services in return for a donation given (i.e. purchase of raffle tickets, event entry fee), a tax deductible receipt cannot be issued.



# Fundraising Application Form

You must notify Currumbin Wildlife Hospital Foundation of your intent to fundraise, and obtain approval prior to holding your event or activity.

## YOUR DETAILS:

Name of Organisation: .....

Key Contact Person: .....

Address: .....

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

Phone: ..... Mobile: .....

Email: .....

## DETAILS OF YOUR FUNDRAISING EVENT / ACTIVITY:

Type of event: .....

Event name: .....

Date of event: ...../...../..... Entry price (if applicable): \$.....

Location of event: .....

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

How will the funds be raised:

.....

How many people are expected to attend:

.....

What is your fundraising goal?

.....

Other event details / relevant information:

.....

Will all the proceeds from your event be donated to the Foundation:  yes  no

If no, what percentage is being donated to the Foundation: .....

Does the event require Public Liability Insurance:  yes  no

Does the event require council/government permits:  yes  no  unsure

Are raffles being conducted:  yes  no  unsure





# Terms and Conditions

- o In order to be a legitimate fundraiser for Currumbin Wildlife Hospital Foundation you must be registered and have an official Letter of Authority issued for your event or activity.
- o The person who signs the Fundraising Application Form will be the fundraising event organiser. This makes them solely accountable for managing the fundraising activity in an appropriate and responsible way.
- o It is the responsibility of the fundraising event organiser to ensure the safety of the event or activity, including organising appropriate public liability insurance and providing first aid services if they are required.
- o The fundraising event organiser will need to hold on to all money raised until the completion of the event or activity, and make sure it is kept in a safe place. Money needs to be remitted to Currumbin Wildlife Hospital Foundation, together with the Fundraising Activity Summary Form within 14 days of the event or activity being completed.
- o You are not permitted to approach the general public with door to door, street or telephone collections as part of your fundraising event or activity.
- o You agree to release Currumbin Wildlife Hospital Foundation to the fullest extent permissible by law for all claims and demands of any kind associated with the event or activity, and indemnify Currumbin Wildlife Hospital Foundation for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the event or activity caused by your breach of these responsibilities or negligence.
- o Currumbin Wildlife Hospital Foundation reserves the right to withdraw approval of your fundraising event or activity at any time, if it appears there is a likelihood of you not meeting any of these responsibilities.

Name:.....

Signature: ..... Date: .....

# Fundraising Activity Summary Form

Complete and submit this form once you have completed your fundraising event or activity. As the fundraising event organiser, you are responsible for the financial management of your fundraising event or activity.

## YOUR COSTS

- No expenses can be incurred in Currumbin Wildlife Hospital Foundation's name.
- Any costs you do need to deduct should be fair and reasonable and only include out of pocket expenses like venue hire or catering.
- Within 14 days of completing your event or activity you must remit your funds raised together with a Fundraising Activity Summary Form.

## DONOR RECEIPTS

- If any donors ask for a receipt, please have them complete their details on the "Receipts Required" section of this form. We will then organise for receipts to be sent to each donor. Please note that donations over \$2 are tax deductible. The Foundation is only able to provide receipts for registered and approved fundraising events/activities.
- Please note that donors must not receive a material benefit or an advantage by way of return for their donation (e.g. raffle ticket, auction item). For more information please visit the Australian Taxation Office website – [www.ato.gov.au](http://www.ato.gov.au)
- Receipts cannot be issued for donated goods or services however a letter acknowledging the type/value of the contribution can be provided if requested.

## HOW TO MAKE PAYMENT TO CURRUMBIN WILDLIFE HOSPITAL FOUNDATION

### Credit Card

Card Holders Name: .....

Amount \$: ..... Card Type: Visa / MasterCard / Amex

Card No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CW: \_\_\_\_

### Direct Deposit

Please use your Event Name as the payment reference and advise us once payment has been made.

Bank: Commonwealth Bank (CBA) Account Name: Currumbin Wildlife Hospital Foundation

BSB: 064 475 Account Number: 10325113

### Cheques

Please make cheques payable to Currumbin Wildlife Hospital Foundation. Please include a reference to your fundraising event when sending in your cheque.

## YOUR DETAILS

Name of Organisation:.....

Key Contact Person: .....

Address: .....

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

Phone: ..... Mobile: .....

Email: .....

## DETAILS OF YOUR FUNDRAISING EVENT / ACTIVITY:

Event name: .....

Date of event: ...../...../.....

- A. Total entry fees / ticket sales received:      \$.....
- B. Total donations received:                              \$.....
- C. Total income (A + B):                                      \$.....
- D. Total expenditure (event costs):                      \$.....
- E. **Total profit for event (C – D):**                      \$.....

I have remitted my fundraising proceeds by (please tick):

- Credit Card details or Cheque/Money Order enclosed (Payable to Currumbin Wildlife Hospital Foundation)
- Direct Deposit (please use your event name as the reference)

Please complete and return this form within 14 days of your fundraising event or activity being completed to:

Att: Admin Officer  
Currumbin Wildlife Hospital Foundation  
28 Tomewin Street  
Currumbin Qld 4223

# Receipts Required

If any donors ask for a receipt, simply get them to complete this section and send it back to us with your Fundraising Activity Summary Form once your fundraising event or activity is completed. We will then organise for receipts to be sent to each donor. Please note that donations over \$2 are tax deductible. The Foundation is only able to provide receipts for registered and approved fundraising events/activities.

Date	Name	Address	Description	Amount
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.....	.....	.....	.....	.....

Total value of receipts cannot exceed total funds remitted to Currumbin Wildlife Hospital Foundation.

**Total: \$** .....

Thank you for your  
support!



Have a fantastic fundraising event!

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