



The Community's Own



Community Fundraising Application

Westpac Rescue Helicopter Service
Northern NSW



Westpac Rescue Helicopter

▶ INTRODUCTION

Thank you for choosing to support the "Community's Own" rescue helicopter service. It's the incredible support from people like you that ensure we continue to provide the best possible aeromedical, search and rescue service to those in need 24-7.

By organising your own community fundraising event, you're joining a wide reaching community of people that care about our Service, and are a part of every life-saving mission that we fly.

NSW Fair Trading regulates charitable fundraising activities in New South Wales. To fundraise on behalf of any charity you need an authority to do so. Once your application is approved by the Service you will receive a written authority sanctioning your fundraising activity. This authority will need to be available at your activity to demonstrate that you have permission to fundraise in support of our Service.

▶ YOUR DETAILS

Name of applicant:

Name of organisation:

Postal address:

Suburb:

State:

Postcode:

Contact number:

Email:

▶ DESCRIPTION OF THE FUNDRAISING ACTIVITY

Please describe the nature of the activity eg Raffles, Auction, Fun Run including how you plan to raise funds

Date and time of activity:

Proposed venue of activity:



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Do you have public liability insurance for this activity? (please attach) Yes No

Does the event/activity/appeal require permits from local Councils or Government Bodies? Yes No

If Yes, please attached copies of permits

Please indicate (circle) the regional base you would like your fundraising to support:

Lismore

Newcastle

Tamworth

Other Recipients/Beneficiaries:

Percentage split: (if applicable)

FUNDRAISING GOALS

Setting transparent fundraising goals is an important step.

What is your fundraising target? \$

How will expenses be covered?

Associated Sponsors: (please list if applicable)

Do you intend to approach local businesses for prizes? Yes No

If so, please list business names below.

Receipt book required Yes No

Money tins required Yes How many required No

Please provide a budget outline, showing an estimate of the net income to be donated.

ESTIMATED INCOME	ESTIMATED EXPENSES
Ticket Sales	Food
Auction / Raffle	Prizes
BBQ	Printing / Advertising
Other	Other
TOTAL:	TOTAL:



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▶ HEALTH AND SAFETY

Health and safety is our first priority always.

The following information provides you with a list of possible hazards which you may encounter in a fundraising event. We ask you to please consider these and put in place controls to ensure a safe and successful event.

MANUAL HANDLING

Lifting, Pulling, Pushing
Hand Injuries
Blunt Impact

MONEY HANDLING

Theft/Loss of Money
Customer Complaints
Handling Hygiene

FAULTY EQUIPMENT

Collapse/Breakage
Ladder Fall/Failure
Trailer Failure

ENVIRONMENT

Sun/Sun Burn/Heat Stroke
Loss of Visibility Smoke/Fog
Dehydration
Exposure to Cold
Strong Wind/Storm
Ground/Mud/Sand/Slope
Water Ingress/Flood
Exit/Entry
Hospital Transit Time

CATERING

Burns/Scalds
Food Handling - Poisoned Meat/Food
Equipment failure - Gas Fuelled Fire
/Faulty Gas Cylinder/Explosion
Manual Handling/Lifting

VEHICLE

Vehicle Fault/Break Down -
Recovery
Road Works
Road rage
Traffic Control
Fatigue Management
Motor Vehicle Accident (MVA),
Fire Risk, Injuries

TRIPS/SLIPS/FALLS

Persons with Restricted Mobility
Unsuitable Footwear
Protruding Gutters/Concrete
Edging/Guide Ropes/Cords
Holes or Open Drains
Unmarked Edges/Fenced Cliff
Edges
Steep Steps
Wet Timber
Loose Railings
Weight ratings on Balconies
Liquid Spills
Uneven Ground/Slopes
Entry/Exit & Set Up

ALCOHOL

Non Compliance with Licensing Laws (RSA)
Intoxication - Trips/Slips/Falls
Abusive/Violent Patrons

BITES & STINGS

Insect, Animal, Reptile Bite/Ocean
Stinger



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▶ ENSURING THE ACTIVITY IS COVID-19 SAFE

We are committed to minimising risk from COVID-19 to the greatest extent possible and this includes assessing all proposed fundraising activities for their suitability at this time. We ask you to please consider these and put in place controls to ensure a safe and succesful event.

- Comply with Government orders which are designed to limit community transmission of COVID-19 (refer to <https://www.health.gov.au/> for more information)
- Assess risks associated with your activity and ensure that you uphold high standards in relation to physical distancing, cleaning and record keeping
- Ensure your event, the venue and activity has a COVID safe plan including an attendee sign on sheet for contact tracing
- Inform people who attend of the Covid Safe app that is available

▶ BRAND AND REPUTATION

The Service has on occasion declined permission to fundraise on the basis that an event concept is not consistent with our purpose and reputation in the community. Due to the nature of our organisation and the high ethical standards under which we operate, there are some fundraising events that we cannot be associated with or authorise. The Service will not endorse an event or appeal that promotes:

- ✗ smoking or the sale of tobacco products
- ✗ cruelty to animals
- ✗ nudity or sexual imagery
- ✗ violence or discrimination
- ✗ illegal or irresponsible consumption of alcohol (eg pub crawls, drinking contests)

Can you confirm that your fundraising event will not involve any of the above?

Yes No

Is this a public event?

Yes No

Do you require use of the WRHS Logo?

Yes No

If yes, how to you intend to use the logo?

If possible, would you like a representative from the Service to attend the event or activity?

Yes No

If yes please, provide details of what you would like our representative to do at this event:



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► FUNDRAISING APPLICATION AND ACKNOWLEDGMENT:

I/We on behalf of the above Applicant/Organisation, apply to Northern NSW Helicopter Rescue Service Ltd ('the Service') t/as Westpac Rescue Helicopter Service, for its Authority to hold the Fundraising Activity for the benefit of the Service, the details of which are set out in this application.

I/We acknowledge that any person or organisation fundraising in NSW must by law, have an 'authority to fundraise'. The WRHS will only provide an authorisation (sanction) letter if the Service:

1. Has received a written and signed Fundraising Application;
2. Is satisfied that the Fundraising Activity will produce an appropriate return after expenses have been deducted; fits in with the purpose and values of the Service; and is planned to be run in a safe manner inclusive of the risk of COVID-19 transmission.

I/We acknowledge that any Authority granted by the Service will be strictly on the conditions set out in the Authority and General Terms for 'Authority to Fundraise' Holders and any other conditions which the Service may reasonably require.

Name of person responsible:

Signature of person responsible:

Date:

Your information is being collected by Northern NSW Helicopter Rescue Service Limited (ABN 40 002 862 026) for the purpose of registering to hold a community fundraising activity. Supply of this information is voluntary, but we may be unable to process your participation without it. We may use your personal information for the related purpose of sending you marketing materials which we think may interest you as a valued supporter. You can opt-out of receiving these communications at any time by contacting us. Our Privacy Policy (available on our website at www.rescuehelicopter.com.au) contains information about accessing and seeking correction of your personal information, making a privacy-related complaint and our complaint-handling process. It also sets out our usual disclosure practices, including any overseas disclosure. For all privacy matters, please contact us by sending an email to enquiries@rescuehelicopter.com.au or by telephone on (02) 4952 0000.



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► FREQUENTLY ASKED QUESTIONS

How long will it take for an application to be processed?

Please allow 48 hours for the application to be received. Approval can take up to 14 working days. If your application requires urgent attention (i.e. Event taking place within 7 days of receiving the application) please contact the Service on 1800 155 155.

What support and help can I expect from the Westpac Rescue Helicopter Service?

Due to limited resources the Westpac Rescue Helicopter Service is only able to provide minimal assistance for your fundraiser – whilst we cannot actually undertake tasks for you, we can provide guidance and support. Our resources don't allow us to undertake media relations for you, however,

We can provide you with:

- ✓ raffle books
- ✓ donation boxes
- ✓ receipt books and pledge sheets
- ✓ Fact sheets on the WRHS

If you would like a representative from the Westpac Rescue Helicopter Service to attend your fundraiser or accept a cheque, we will endeavour to do so, but please advise us of this as early as you can. Unfortunately we are not able to accept all invitations.

Can the Service assist me to promote the event?

You're helping to raise funds for our Service and we will help provide guidance as best we can. But please note that the WRHS cannot guarantee assistance with the following:

- ✗ Database for invitations/marketing
- ✗ Prizes for your event/appeal
- ✗ Ticket or merchandise sales
- ✗ Staff to assist your event/appeal
- ✗ Relevant permits, insurance or licenses
- ✗ Promotion of event/appeal on WRHS Official Social Media Sites/Pages

Will I need insurance?

In some instances, we do advise or require community fundraisers to take out insurance to cover themselves and their event participants – usually this is for events deemed 'high risk'. It is the responsibility of the organiser to obtain insurance – the Westpac Rescue Helicopter Service is unable to provide this.

Are there any rules associated with fundraising I should know about?

There are rules for fundraisers to protect you, your donors and the charities benefiting from the funds raised. You need to be familiar with rules surrounding the Charitable Fundraising Act & regulations, such as licences and permissions, running raffles, providing receipts. To avoid mistakes and to prevent you unintentionally breaking any legal or Westpac Rescue Helicopter requirements, make sure you call your local office if you are unsure on something.

How do I prove that I am authorised to raise funds for the Westpac Rescue Helicopter Service?

When we approve your fundraising activity, we will send you an official letter of endorsement on Westpac Rescue Helicopter Service letterhead, signed by a Westpac Rescue Helicopter staff member. Your official event number will also be on the letter. This document is your proof that you are an approved fundraiser. If potential-donors would like further evidence they can always contact the Service directly.

What if I am fundraising over a period of time – what do I do with the money?

The total amount of funds raised must be given to Westpac Rescue Helicopter within four weeks of the expiry of your Authority to Fundraise document.



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► GENERAL TERMS FOR 'AUTHORITY TO FUNDRAISE' HOLDERS

These terms will apply to a group or individual ("Fundraiser") who is authorised to organise a fundraiser/event ("Fundraising Activity") to benefit the Westpac Rescue Helicopter Service ("WRHS").

1. The Fundraiser acknowledges that the Fundraising Activity will not be a WRHS fundraiser/event, but a fundraiser/event to raise funds for donation to the WRHS.
2. The Fundraiser is not authorised to use WRHS as its beneficiary charity unless it has received the authorisation (sanction) letter. After receiving the authorisation (sanction) letter, the Fundraiser must not make any changes to the Fundraising Activity without the prior approval of WRHS.
3. The Fundraiser is authorised to conduct the Fundraising Activity described in the Fundraising Application. The Fundraising Activity shall be conducted in the Fundraiser's name. The organisation/coordination of the Fundraising Activity and all costs associated with the Fundraising Activity are the responsibility of the Fundraiser.
4. The Fundraiser must ensure that the Fundraising Activity meets the requirements of relevant **laws and regulations**. The Fundraiser must obtain any necessary approvals (eg from the private owner of a public space, or from the local council or relevant authority of a public place) and comply with all reasonable directions given by the owner, council or relevant authority.
5. WRHS is unable to provide public liability insurance cover to community Fundraising Activities. The Fundraiser will, if required by WRHS, hold and maintain public liability insurance for the Fundraising Activity.
6. The WRHS requires a reasonable level of **liaison and information** about the Fundraising Activity. Within 14 days after the Fundraising Activity, the Fundraiser will provide the following to WRHS:
 - a. Basic income statement setting out expenses and income,
 - b. The proceeds of the Fundraising Activity, which will be held securely by the Fundraiser until they are delivered to WRHS,
 - c. Any other resources supplied by WRHS to assist in the Fundraising Event, eg cash boxes, money tins, unused raffle books, receipt books, pledge sheets etc.
7. If the Fundraiser wishes to utilise the **Westpac Rescue Helicopter Service name and/or logo** on any materials or products, the fundraiser must obtain prior permission from WRHS.
8. The Fundraiser must ensure that all printed/published material, including media releases, is approved by WRHS before being printed or circulated.
9. The financial **aspects**, fundraising, raffles, record keeping and management of the Fundraising Activity are entirely the responsibility of the Fundraiser and the Fundraiser must comply with the Charitable Fundraising legislation. The Fundraiser must:
 - a. maintain such records as are necessary to correctly record and explain its transactions, including records of all money received and all expenditure involved with the conduct of the Fundraising Activity (eg receipts, invoices, vouchers etc),
 - b. ensure that any collection box or device for monetary donations is properly supervised, secured and controlled, and
 - c. use their best endeavours at all times to honestly answer any questions regarding the purpose or details of the Fundraising Activity, including information as to how the gross income/any articles from the Fundraising Activity will be distributed.
10. If the WRHS provides **official tax-deductible receipts** for the Fundraising Activity, the Fundraiser will issue such receipts only to people donating money of \$2 or more.
11. The information given by the Fundraiser to the WRHS will be made available to NSW Government authorities upon request.