

Your guide to



Community Fundraising for Western Health

Together, caring for Melbourne's West

WELCOME

Welcome and thank you for your interest in raising funds in support of Western Health.

Organising a community fundraising event or activity is a fun and rewarding way to support patients across Melbourne's west.

This Community Fundraising Guide has been developed to provide individuals and organisations who are wanting to raise funds for Western Health, with guidelines and the necessary application forms to help with the process.

Representatives from the Western Health Foundation team can assist you with your fundraising event or activity by providing support and guidance where appropriate.

Please note that no fundraising activities can commence on behalf of Western Health without written approval from the Western Health Foundation.

Inside this Fundraising Guide you will find:

- ideas for fundraising
- step-by-step fundraising guide to planning your event or activity
- tips on fundraising online
- our Terms & Conditions of fundraising
- Authority to Fundraise application form
- templates to track your fundraising activity

If you have any questions, or require further assistance, please contact our Community Fundraising Manager on 03 8345 7663 or email foundation@wh.org.au.

ABOUT WESTERN HEALTH



A major healthcare provider with a proud history that stretches back 120 years, Western Health has grown and changed while maintaining its focus on the needs of the community it serves. In addition to three acute public hospitals at Footscray, Sunshine and Williamstown, Western Health also runs a day hospital at Sunbury, two residential care facilities at Melton and Williamstown, and a Radiation Therapy Centre at Sunshine Hospital in partnership with Peter MacCallum Cancer Centre.

Western Health services an ethnically-diverse population of more than 800,000 people across the western region of Melbourne. Primary catchment areas include the local municipalities of Brimbank, Hobsons Bay, Maribyrnong, Melton, Moonee Valley, Moorabool, Hume and Wyndham.

Western Health provides a comprehensive, integrated range of services ranging from acute tertiary services in areas of emergency medicine, medical and surgical services, through to sub-acute care and specialist ambulatory clinics. Western Health provides a combination of hospital and community-based services to aged, adult and paediatric patients and newborn babies.

Our community

- is the fastest growth corridor in Australia
- has high levels of chronic disease including diabetes, cancer, heart disease, stroke and mental illness
- has a diverse social and economic status
- is one of the most culturally diverse communities in Victoria, speaking more than 100 different languages/dialects

Making a difference

Government cannot fund all that Western Health needs to meet the increasing healthcare needs of our community. Western Health is grateful for the support from the community that has helped to deliver 'best care' to our patients and their families over and above what government funding can provide.

Donations in support of Western Health contribute to:

- the purchase of equipment and certain facilities
- funding medical research
- providing scholarships for staff

Western Health Foundation

As the fundraising arm of Western Health, the Western Health Foundation (ABN 37 867 721 909) is a registered charity with the Australian Non-Profit and Charities Commissions (ACNC) and holds Tax Concession Charity (TCC) and Deductible Gift Recipient Status (DGR) status.

A-Z OF FUNDRAISING IDEAS

There are countless ways in which you can help raise funds in support of Western Health. Here are a few fund ideas to help get you started.

Afternoon tea / Morning tea – have your family, friends or work colleagues bring a plate of food and charge a gold coin entry fee

Auction – hold an auction by obtaining donated items and/or services

BBQ / Sausage Sizzle – hold a BBQ at your school, workplace or public venue

Book sale – get your family, friends and work colleagues to clear out the book shelves and organise a book sale where all proceeds are donated.

Car wash – organise your family, friends work colleagues to donate their time washing cars for the day with all proceeds donated.

Casual day – hold a regular casual days and charge an entry fee for those who participate.

Dance – organise a themed dance for your school or social club.

Dress up day – hold a fun dress up day at school or work and charge an admission fee. Make it themed for extra fun.

E-Bay – organise your family, friends and work colleagues to sell any unwanted items on eBay.

Expert talks – organise for a special guest speaker to talk to your colleagues about something they might be interested in. Charge an admission fee and perhaps hold an auction of their latest book or product.

Fashion parade – host a parade for your work colleagues by asking local business to showcase their latest fashions and charge an admission fee.

Fun run – get a team together and participate in a fun run and name us the beneficiary of your fundraising proceeds.

Guessing competition – at work or school, fill a jar with lollies, coins or rubber bands and ask people to pay an entry to guess how many with the winner taking home a prize.

Golf day – organise a golf day for your work colleagues, clients and/or suppliers and name us as the beneficiary of your proceeds.

Hat party – get your colleagues at work to design their own hat for the Spring Racing Carnival and charge an entry fee. Award a prize for the best hat.

High tea – get together your friends and family for a high tea and charge an admission fee. Raise extra funds with a raffle.

In lieu – ask friends and family to make a donation in place of a gift for a special occasion such as a birthday or anniversary.

International Day - Choose your country, or go 'around the world', and charge people an entry fee. Have a think about dress codes, food and music.

Juice stand – make some fresh, natural juices and sell for a gold coin donation at work or school.

Karaoke party – hold a karaoke night for your work's next function and charge an admission fee. Raise extra funds with a raffle or auction.

Kite flying competition – hold a family day for your work colleagues, or get your class involved in making their own kites. Have a best kite competition with a fee to enter.

Limbo competition – charge an entry fee and then see how low everyone can go!

Luncheon – host a luncheon with a celebrity guest speaker. Ask local business to purchase a table.

Matched Giving - Whether you're raising money in the office or outside of work, ask your employer if they can match your fundraising total.

Movie night – arrange for your group to attend a special movie screening. Check with your local cinema whether they can help with your fundraiser.

Naming competition – Get your school friends or work colleagues to bring in a baby photo and pay to guess who's who. The winner gets a prize.

Netball Tournament- Get local and school teams to pay to enter; get a sports shop to donate cool prizes for the winning team.

Office collection–stick a jar on your desk with notices telling people what you're raising money for and remind your colleagues that it's for a good cause.

Open garden–green thumbs can invite people to visit their garden and charge an admission fee, maybe sell some plants as well.

Pet parade – host a pet parade and charge entry fee with prizes such as cutest pet, dog most like its owner, best costume etc.

Photo competition–get kids and adults to showcase their photography skills. Charge an admission fee and include prizes for different photo categories.

Quit the habit– ask your friends or work colleagues to sponsor you to quit the habit for day, week or month– whether that be smoking, drinking, or sugar!

Quiz night – arrange for a trivia quiz for your work colleagues. Raise funds via entry fee along with raffle and auction.

Raffle – organise prizes to raffle off to your work colleagues or through your community group.

Record breaker - Get sponsored to see if you can break the record on anything!

Spelling bee–grab a dictionary and hold challenges in your office, club or home

Sports day–hold a sport day, e.g. golf tournament, tennis round robin, bowls day, darts night etc.

Talent competition – hold a talent competition where your work colleagues or club members can pay to enter to showcase their talents.

Treasure hunt -as big as you like or as simple as you like, this could be a race in groups

across locations or as simple as a grid map where you sell squares to unlock the winning coordinates.

Uniform free day - a uniform free day is a great way to get raise funds at school, or let your office relax a little with a dress-down dress code. Ask participants to donate a gold coin.

Unwanted presents – we all receive those hideous gifts at Christmas so get together with friends, have a giggle and a sale, or eBay them and donate the money.

Vegan day – encourage your friends or colleague to go vegan for a day. Ask them to bring in a plate of food and charge a gold coin entry.

Vintage sale - organise a vintage sale or fete and donate the proceeds to Western Health.

Walk – get together a team of friends and work colleagues and join a charity walk nominating Western Health as your beneficiary.

Wax off – see how far your friends and family are willing to pay for you to wax it all off!

Xmas party – at this year's Christmas party hold a raffle or auction with proceeds going to Western Health. Ask guests to make a donation in the 'spirit of the season.'

X-Factor Competition - Host your own X-Factor competition at your workplace or school and ask participants to showcase what they've got. The prize for the overall winner can be a percentage of the money raised, or a non-monetary prize of your choosing.

Yard sale - just like a garage sale, work together as a team, or have one individually.

Your idea – often the best fundraising ideas are the ones you come up with yourself!

Zany dress day–charge a fee for friends or work colleagues to wear crazy clothes or hats for the day. Make it a themed day for extra fun.

Zumba party – get your friends or colleagues together for an evening of Zumba.

YOUR STEP-BY-STEP FUNDRAISING GUIDE

Raising money for Western Health should be fun and doesn't need to take up too much of your time. We have put together this step-by-step fundraising guide to get you thinking about how to plan your event or activity. Our Community Fundraising Manager is available to assist you further if you need help.

1. Register your interest

- a. Complete and return the Authority to Fundraise form, ensuring you have read and understood the terms and conditions of fundraising. If you are under 18 years of age you must get a parent or guardian to sign the form on your behalf.
- b. Once approved a representative from the Western Health Foundation will send you a letter giving you the authority to fundraise on our behalf. This must be kept on you at all times when fundraising.

2. Plan your event or activity

- a. Set yourself a date for event/activity. Be sure to check for other events that may already be occurring in your community do you don't clash.
- b. Make a list of people and organisation to approach for support. Check with the Foundation first before making contact to avoid duplication of donation requests
- c. Planning a successful fundraising event/activity can be time consuming. Don't try to do everything on your own. Share the work load and recruit enthusiastic and dedicated volunteers to help you.
- d. Organise an appropriate venue for your event/activity.
- e. Ensure that your event/activity meets local, state and national fundraising guidelines and you have the necessary permits.

3. Set a fundraising target

- a. Be realistic in your fundraising goal. Don't set targets too high that you can't deliver.
- b. Work out a rough cost per person for your event or activity and how many people you expect to attend or sponsor you.
- c. Prepare a preliminary budget of expected income and expenses for your event or activity.
- d. Ask people for a donation amount that is affordable for their individual circumstances.
- e. Provide examples of how their donation could help support patient outcomes at Western Health.

4. Publicise your event

- a. Send out invitations well in advance for your event – use email, SMS and social media to save time and money.
- b. If holding a public event or activity you may wish to send out a press release to the local media, create a poster for public display, distribute flyers or organise free listings in local press and radio. Submit any promotional material to Western Health Foundation for approval prior to distribution.
- c. Use the power of social media to promote your event such as creating a Facebook event page or uploading a YouTube video.

5. Hold your event or activity

- a. Have a plan, such as a Running Order and briefing in place for the day of your event or activity.
- b. Talk to people about why you have chosen to support Western Health. Make sure you thank your guests and sponsors for their support.
- c. Make sure your event or activity is not only fun but educational and inspiring. Most of all ensure YOU have fun.

6. Record your income and expenses

- a. Plan your budget carefully. Avoid any large expenses. Total expenditure must be kept to under 40% of income raised.
- b. Use the budget template enclosed to keep track of your income and expenses and keep any receipts as proof of expenditure.
- c. Make sure any money collected is held in a secure location during and after your event or activity.

7. Forward any monies raised to Western Health Foundation

- a. Complete the Paying-in-Form and return to Western Health Foundation along with your completed Budget Form and Donation & Sponsorship Form. Make sure you keep a copy for yourself.
- b. Don't forget to attach all your expenditure receipts to your budget form.
- c. Western Health Foundation will send tax-deductible receipts to donors listed on your Donation & Sponsorship Form and will also send you an acknowledgement of your fundraising efforts.

8. Thank your donors and volunteers

- a. After your event has ended send a thank you to your donors and volunteers. Let them know how much your event/activity has raised. The Foundation can assist you in sending out letters of thanks and recognition to your major donors and supporters.

FUNDRAISING ONLINE

Online platforms, such as websites and social media, are a great way of telling people about your event or activity as well as a useful tool for raising money. There are many dedicated websites that can help you create an online fundraising page for your event/activity.

We recommend using the following platforms which are trusted and used by many non-profit organisations. These platforms take care of all the legal requirements, will handle people's donations for you, will issue receipts and thanks to your supporters and will transfer the funds directly to Western Health Foundation. You can also login at any time to see who has donated to your cause (where your account is independent to the Foundation account).

Please contact our Community Fundraising Manager on 03 8345 7663 if you need assistance in setting up your online fundraising page.

EverydayHero www.everydayhero.com.au

Setting up your fundraising page is easy. Simply click on the link "become a Hero" on the homepage and follow the step-by-step instructions. You can create individual and team fundraising pages.

A 6.5% administration fee is deducted from each donation made to Western Health Foundation along with a 1.1% credit card processing fee and a 0.30c transaction fee.

GoFundraise www.gofundraise.com.au

GoFundraise enables you to create your own individual or team fundraising page. You can also login with your Facebook account and share your fundraising activities with friends.

A 6.0% administration fee is deducted from each donation made to Western Health Foundation along with a 0.96% credit card processing fee and a 0.20c transaction fee.

Using Social Media

By using Facebook, Twitter and other social media platforms you can reach a much wider audience to fundraise for your event or activity. By posting messages on your friends' wall you can include a link to your fundraising page, share fundraising updates, and get your friends talking about Western Health projects and need for support.

YouTube

Uploading a YouTube video and sharing it with your supporters through your online fundraising page or Facebook page is an innovative way to get people engaged in your event or activity. And you don't have to be an expert videographer. Most digital cameras and mobile phones have inbuilt video capabilities. Just make it simple, to the point and most of all fun and engaging!

TERMS & CONDITIONS OF FUNDRAISING

Thank you for choosing to fundraise on behalf of Western Health. Before you start you will need to read the following 'Terms & Conditions of Fundraising' to ensure that your fundraising is not only successful, but complies with fundraising regulations.

1. Authority to Fundraise

The Australian Government has developed legislation governing the conduct of fundraising. Under the 1991 Charitable Fundraising Act in each state, anyone wishing to raise money for charitable purposes must hold an 'authority to fundraise' issued by the organisational beneficiary.

So, before you start fundraising on behalf of Western Health we will need to authorise your fundraising activity. We will authorise your event / activity on the basis that:

- you have submitted and signed the 'Authority to Fundraise' Form;
- we are satisfied that the fundraising event or activity will return a reasonable profit after expenses have been deducted;
- we are satisfied that the fundraising activity fits in with the mission and values of Western Health;
- we are satisfied that the event does not pose a risk to the reputation of Western Health.

Once we have approved your application we will issue you with a Letter of Fundraising Authority which must be kept on you at all times when fundraising on our behalf.

Please note the following activities are NOT endorsed by Western Health Foundation:

- Street collections, i.e. 'tin rattling'
- Door-to-Door fundraising
- Telemarketing
- Cause-related marketing or percentage of proceeds
- Alignment with gambling or tobacco products

Disclaimer: Western Health Foundation reserves the right to withdraw its approval for the fundraising event/activity at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the enclosed Terms & Conditions.

2. Liability

While the Western Health Foundation is available to offer advice and support in your event planning, the Foundation will not be recognised as the organiser of any third party activities or events. As a consequence, all issues involving financial and public liability/safety are the total responsibility of the fundraising organiser. Western Health Foundation will not be liable for any expenses incurred in running or promoting the event/activity.

3. Media & Publicity

Media & Promotion: Generating publicity about your activity or event is a great way to raise more support and awareness. All marketing materials and media releases must be approved by Western Health Foundation prior to circulation. Please allow 10 days for approval.

Brand and logo use: Fundraisers wishing to use the Western Health / Western Health Foundation name or logo on any promotional materials must seek prior approval and provide a final draft before printing. The name and logo can only be used on materials specifically for the event or activity and not on general business collateral.

Please note – under no circumstances will access be granted to the Western Health Foundation donor database or the Western Health patient database. Western Health Foundation can assist in promoting your event however, via our bi-monthly staff newsletter 'The Pulse', monthly Foundation e-Newsletter, and on the Foundation Facebook page.

4. Guest Speakers

If you would like a representative from Western Health or Western Health Foundation to attend your event/activity, please allow enough time for us to aim to source an appropriate representative.

Due to the number of demands placed on celebrities to support Western Health, any approach made to public personalities should be discussed with the Western Health Foundation prior to any contact being made.

5. Business Support

Western Health Foundation is actively engaged in seeking business support. As such, please do not approach businesses for prizes and/or sponsorship without prior approval.

6. Fundraising Permits

All fundraising activities must be legal, complying with Australian Federal and State laws. Each State has its own laws regulating fundraising activities relating to public collections, raffles, bingo and art unions.

All raffles held on behalf of Western Health must follow the guidelines specified by the Victorian Office of Gambling Regulation. Please specify the value of the prizes to ensure we follow the appropriate guidelines once your application has been approved.

Further information on raffles can be found at www.vcglr.vic.gov.au/gambling/raffle/licensee-resources/faqs

Please note that raffle tickets are not tax-deductible. If donations are made in addition to a raffle ticket purchase, then the donation must be separated from the raffle tickets so that Western Health can issue a tax deductible receipt highlighting the donation.

7. Financial Details

As the fundraiser you are responsible for all financial aspects of your event/activity including management of funds, record keeping and transfer of funds to Western Health Foundation. Your basic obligations are to:

- keep and provide Western Health Foundation with accurate financial records including a budget for your event or activity;
- deduct necessary expenses from the proceeds of your event/activity provided they are properly documented;
- transfer funds to Western Health Foundation within 30 days of your event/activity;
- submit receipts for any expenses incurred with your budget following your event/activity.

8. Donation Canvassing

Western Health Foundation must be presented with a list of individuals and businesses you intend to approach for donation to avoid duplication of donation requests. Please keep a record of prizes, services or other materials donated to your event/activity.

9. Donation Collection

Your Authority to Fundraise extends only to the collection of donations in the form of cash, cheques or money orders. For security reasons, supporters wishing to donate via credit card can only do so by an authorised online platform that is linked to the Western Health Foundation, or by contacting the Foundation directly. **Donation Receipting and Acknowledgment**

Under Victorian state legislation, donations over \$2 are tax deductible. The Foundation would be pleased to issue receipts and thank you letters/certificates to your donors and supporters. Please use the Sponsorship & Donation Form enclosed to record the names and contact details of your donors and supporters and submit to the Foundation following your event/activity.

Please note tax receipts cannot be issued when anything is given in return, e.g. raffle tickets, admission tickets, auction items and purchase of merchandise.

Sponsorship is when a business makes a payment to a charity in return for advertising or promotion of its brand, products or services. Sponsorship is not tax-deductible. If the charity is registered for GST, it has to pay GST on the sponsorship it receives, i.e. GST must be included in the sponsorship amount. Businesses can claim sponsorship payments on receipt of a tax invoice. Please contact the Foundation on 03 8345 7660 to arrange for tax invoices to be issued to sponsors of your event/activity.

10. Direction of Funds

Western Health Foundation raises funds annually to support the work and services of Western Health and directs those funds to areas of most need.

If you would like your funds to be directed to a particular site or service, please indicate this on the Authority to Fundraise Application form.

11. Banking your Proceeds

Do not send cash via post. Place all the money you have collected into a personal bank account and then transfer the funds to Western Health Foundation, either by:

- a. Posting a cheque payable to Western Health Foundation. Please include your Paying-In Form, budget and receipts, and Donation Form which are enclosed in this guide.
- b. Transferring the funds via EFT to the Western Health Foundation account. Don't forget to email your Paying-In Form, Budget and receipts and Donation Form

Alternatively, you can call the Foundation on 03 8345 7660 and we can deduct the full amount from your nominated credit card.

Please note we cannot issue you a tax-deductible receipt for your deposit as you have collected the funds on behalf of others. If you wish for individual donors to receive tax receipts then you must list their names, contact details and donation amount on the Donation & Sponsorship Form enclosed.

AUTHORITY TO FUNDRAISE APPLICATION

Contact Details

Name of Fundraiser:		
If under the age of 18, name of parent or guardian:		Relationship:
Address:		State: Postcode:
Phone: (h)	(w)	(m)
Email:		

Event/Activity Details

Type of event/activity:	
Date:	Start/end time:
Location:	
How will funds be raised (e.g. raffle, ticket sales, sponsorship etc.):	
How many people are expected to attend?	
Estimate \$ of funds to be raised:	
Would you like funds raised to be allocated to a specific area within Western Health? Yes/No. If Yes, please identify where:	
Will <u>all</u> the proceeds come to Western Health Foundation? Yes/No. If no, list other organisations and their percentage split:	
Will the event require Public Liability Insurance? Yes/No	
Does the event require council/government permits? Yes/No	
Will a raffle be held as part of this activity/event? Yes/No. If Yes please ask Western Health Foundation for information about Raffle Legislation.	
Will you be seeking business sponsorship for this event? Yes/No. If Yes, please list which businesses you are looking to approach.	

Declaration

By registering your fundraising event/activity with Western Health Foundation you hereby declare to:

1. Comply with Western Health Foundation's Terms & Conditions of Fundraising;
2. Use your best endeavours to raise money for Western Health and to not do anything to bring the reputation of Western Health or Western Health Foundation into disrepute;
3. Obtain and pay all the monies raised within 30-days of your fundraising event/activity;
4. Adhere to relevant fundraising legislation regarding your event/activity;
5. Not undertake any door knocking, street collections or telemarketing activities;
6. Keep and provided accurate financial records relating to your event/activity including a budget of income and expenses and copies of all invoice and receipts related to expenses incurred;
7. Only accept donations in the form of cash or cheques. Credit card donations are to be directed to Western Health Foundation or through endorsed online third-party suppliers, e.g. Everyday Hero;
8. Not to approach businesses for support without prior approval from Western Health Foundation;
9. Seek prior approval for media/marketing materials relating to your event/activity;
10. Not use the Western Health and Western Health Foundation name and/or logo without prior approval.

Name: _____ Signature: _____ Date: _____

Please photocopy this form and keep a copy for your records. Original is to be posted to Western Health Foundation, Locked Bag 1200 SUNSHINE VIC 3020. Attention: Community Fundraising Manager.

OFFICE USE ONLY:		
Received on:	Authorised by:	Date:

FUNDRAISING ACTIVITY/EVENT BUDGET

Please return this form on completion of your activity/event. All invoices and receipts must be attached.

Name of authorised fundraiser:	
Address:	
Phone:	
Email:	
Date of event/activity:	
Name of event/activity:	

Income Source	\$ (amount)	Expenses	\$ (amount)
Sponsorship		Venue Hire	
Registration Fees		Food & Beverage	
Ticket Sales		Promotional Material	
Donations		Printing	
Other		Prizes	
		Other	
Total Income	\$	Total Expenses	\$
		Total Profit	\$

In-Kind Support	
Organisation Name	Description of goods/services provided

I declare that the above information is correct

Signed _____

Date _____

Please photocopy this form and keep a copy for your records. Original is to be posted to Western Health Foundation, Locked Bag 1200 SUNSHINE VIC 3020. Attention: Community Fundraising Manager.

DONATION & SPONSORSHIP FORM



Use this template to keep track of individual donors and business sponsors for your event/activity.

If you would like Western Health Foundation to receipt and/or acknowledge your supporters, please submit this form on completion of your event/activity.

Date	Organisation	First Name	Last Name	Postal Address	Contact Phone	Email	Amount	Sponsorship / Donation or Purchase	Receipt Required
							\$		Y/N
							\$		Y/N
							\$		Y/N
							\$		Y/N
							\$		Y/N
							\$		Y/N
							\$		Y/N
							\$		Y/N
							\$		Y/N
							\$		Y/N

NOTE:

- Tax-deductible receipts can only be issued for donations, i.e. where supporter has given a voluntary donation. Purchases of raffle tickets, prizes at an auction or tickets of attendance do not constitute a donation and are therefore not tax-deductible
- Sponsorship is when a business makes a payment to a charity in return for advertising or promotion of its brand, products or services. Sponsorship is not tax-deductible. If the charity is registered for GST, it has to pay GST on the sponsorship it receives, i.e. GST must be included in the sponsorship amount. Business can claim sponsorship payments on receipt of a tax invoice. Please contact the Foundation on 03 8345 7660 if you require a tax invoice to be issued.

Please photocopy this form and keep a copy for your records. Original is to be posted to:

Western Health Foundation, Locked Bag 1200 SUNSHINE VIC 3020. Attention: Community Fundraising Manager.

PAYING-IN FORM

Please return this form with your cheque payable to Western Health Foundation, notify us of your direct deposit payment, or complete your credit card details below. Please do not send cash through the post.

Name of authorised fundraiser:	
Address:	
Phone:	
Email:	
Date of event/activity:	
Name of event/activity:	
Total amount raised:	\$
<p>Payment details:</p> <p><input type="checkbox"/> I have enclosed a cheque payable to Western Health Foundation</p> <p><input type="checkbox"/> I have directly deposited funds into the Western Health Foundation account:</p> <p>ACCOUNT NAME: Western Health Foundation BSB: 083-170 ACC NUMBER: 12-443-1443</p> <p>Date deposited: _____ Reference: _____</p> <p><input type="checkbox"/> Please deduct the total amount raised from my credit card as follows:</p> <p>Card Number: _____</p> <p>Expiry Date: _____ CSV: _____</p> <p>Signature: _____</p>	
<p>Note:</p> <p>This Paying-In form must be accompanied by a completed budget form showing income and expenses. Receipts for all expenditure must be attached with your budget.</p> <p>Please send the Donation & Sponsorship Form along with your Paying-in Form so we can issue tax-deductible receipts to your supporters.</p> <p>All funds must be received 30-days after the completion of your fundraising activity/event</p>	

Please photocopy this form and keep a copy for your records. Original is to be posted to :
 Western Health Foundation
 Attention: Community Fundraising Manager
 Locked Bag 1200
 SUNSHINE VIC 3020