

Dear Fundraiser,

It is with the help of selfless people like you that enables us to help so many. Thank you from us and from the people whose lives will be changed for the better because of you.

This document outlines your responsibilities and the terms and conditions for individuals and groups who would like to run a Community Fundraising Appeal with the aim of raising funds for Open Heart International.

Our charity licence requires us to register and provide written authorisation to ALL fundraising appeals BEFORE it or its advertisement commences.

For the purposes of your application you will be referred to as "the fundraiser", and your fundraiser will be referred to as an "appeal".

Open Heart International is an initiative of Sydney Adventist Hospital, and a division of Adventist HealthCare Limited.

All fundraising appeals that benefit Open Heart International or ones of our individual programs require an Authority to Fundraise, which is issued by Sydney Adventist Hospital Foundation Inc.

When completing your online application you will be asked to confirm your acceptance of these terms and conditions.

Should you wish to contact us at any time, to discuss this process or your event ideas, we are here to help. Please call our office, we would love to chat with you.

## **Your Responsibilities**

### Comply with the terms & conditions

While the appeal is supporting our organisation, it is being run by you as an independent third party. This means that you are ultimately responsible for ensuring compliance with all fundraising legislation plus also responsible for adhering to the terms and conditions contained within this document.

### Cover expenses

Open Heart International and the San Foundation Inc will not be liable for any expenses incurred for your appeal. You will be responsible to ensure all expenses will be paid, and also that additional funds are raised for Open Heart International and the San Foundation as you have outlined.

### Provide appropriate insurance cover

We do not provide insurance coverage for Community Fundraising Appeals. It is your responsibility to ensure that appropriate insurance cover is in place.



## Terms & Conditions

It is important that your appeal meets the appropriate legal requirements, and is also consistent with Open Heart International's beliefs and mission statement. Please take time to read and understand these terms and conditions before submitting an online application to organise your own event.

### About Open Heart International

Open Heart International is an initiative of Sydney Adventist Hospital, and a division of Adventist HealthCare Limited. With the Adventist HealthCare group of companies is a separate entity called the San Foundation. All fundraising activities are conducted under this entity.

Sydney Adventist Hospital was established by the Seventh-day Adventist Church in 1903 and today continues to contribute to the church's core mission of healthcare and healthy living practices. We therefore respect and abide by the principles of the Seventh-day Adventist Church in relation to our business and fundraising activities, and we ask all those fundraising to also abide by those principles.

If you are not familiar with Seventh-day Adventist Church's teachings some of these terms and conditions may seem a little daunting at first. If you are unsure or want any advice on how these apply to your plans, please contact us at any time for support or guidance. For more information on Sydney Adventist Hospital please visit [www.sah.org.au](http://www.sah.org.au) and for information about the Seventh-day Adventist Church please visit <http://spd.adventist.org/>.

### Correct Terminology

It is important that all references to Open Heart International contain the words "in support of". Examples are:

- Correct Terminology – Movie Night in support of Open Heart International.
- Incorrect Terminology – Open Heart International Movie Night.

This makes it very clear that Open Heart International and the San Foundation Inc are not the organising or responsible party for the fundraising initiative, merely the beneficiary.

You may also wish to add words to the title to reflect a specific project. For example "Movie Night in support of Open Heart International in Fiji" etc.

### Marketing Material and Press Releases

The fundraiser must notify and seek written approval from the Manager, Open Heart International before any marketing / printed material is designed and printed that has reference to Open Heart International and/or the San Foundation Inc. This includes material posted on the internet including on social networking websites such as Twitter and Facebook.

Press releases that have reference to Open Heart International and/or the San Foundation Inc must have written approval from the Manager, Open Heart International prior to release.



### Excluded Donors

Open Heart International and the San Foundation Inc will not accept funds from the following types of organisations:

- Manufacturers of tobacco products – including companies and products made by companies that own, control or are involved with the manufacture and production of tobacco-related products.
- Alcohol manufacturers or distributors.
- Gambling service providers.
- Manufacturer of products not in line with general Seventh-day Adventist health principles. This includes pork products and shellfish/seafood products with the exception of fish.
- Manufacturers of products associated with astrology or psychics and services providers associated with astrology or psychics.
- That would produce a conflict of interest for Open Heart International, the San Foundation, or Adventist HealthCare Limited and its principles.

Open Heart International and the San Foundation Inc reserves the right to refuse to accept funds from organisations, upon its own discretion.

Open Heart International has significant corporate relationships with many medical industry suppliers. Approaching these suppliers in relation to your fundraising events could have an unintentional yet detrimental effect on other areas of Open Heart International. **The fundraiser must not approach any medical industry supplier for donation without approval from the Manager, Open Heart International.**

### Event Management

The fundraiser must:

- Notify and seek written approval from the Manager, Open Heart International before any specific fundraising appeal is undertaken
- Refrain from door-to-door appeals, street collections and telephone solicitations.
- Refrain from hosting appeals on premises that could be considered opposed to the teaching and principles of the Seventh-day Adventist Church. This includes breweries, cigar lounges, nightclubs, casinos and the like. The applicant is not to conduct an appeal in any venue unless that venue has been approved in writing by the Foundation.
- We understand and support everyone's personal choice on the consumption of products that are contrary to the beliefs and principles of the Seventh-day Adventist Church. With this in mind, the fundraiser must:



- Refrain from providing and serving alcohol as part of a package or ticket. You may allow attendees to purchase their own alcohol at an event, or bring their own alcohol (subject of course to relevant liquor licensing laws).
- Refrain from offering alcohol products as prizes or auction items.
- Refrain from serving free or complimentary alcohol.
- Be aware and respectful of the Seventh-day Adventist's Church stance on alcohol consumption. Click [here](#) for more information on the Seventh-day Adventist Church website.
- Be aware of the Adventist healthy lifestyle beliefs surrounding certain food specifically pork/smallgoods, and shellfish/seafood products (with the exception of fish). While we respect everyone's personal choice, it is our position that you refrain from serving these types of food at fundraising events. Please contact us for advice if you have any questions regarding this. Click [here](#) for more information on the Seventh-day Adventist Church website.
- Refrain from raffles and games of chance as methods of fundraising as this is considered a form of gambling. Click [here](#) for more information on the Seventh-day Adventist Church website.
- This does *not* include lucky door prizes. It also does *not* include games where skill or a game is involved. A popular example of this is where participants try to land a gold coin closest to a prize.
- Follow direction given by Open Heart International and the San Foundation Inc staff in relation to the status of tax-deductibility.
- Utilise [GoFundraise](#), the Open Heart International website, and/or relevant donation forms for tax deductible gift receipting. No receipt books for cash donations will be issued.
- In the instance where outside organisations with their own independent fundraising licence to carry out fundraising appeals / initiatives, and where Open Heart International is designated as a beneficiary, application of the above principles will be reviewed on a case-by-case basis.

### Reporting

The fundraiser must:

- Provide an acquittal of expenses and proceeds from the appeal – a template of which is available from Open Heart International. As a guide, expenses from an event should be less than 40% of the revenue of the appeal.
- At the request of Open Heart International, permit a representative to view records to verify the amount of the donation to be paid in accordance with the fundraising.



- Provide funds via direct deposit and acquittal statements within 3 weeks of conclusion of the appeal.

#### Insurance and Legal Risks

While the Appeal is supporting Open Heart International, it is being run by you as an independent third party. This means that you are ultimately responsible for ensuring compliance with all legal requirements in relation to the organisation, management and running of the event or appeal.

As an independent third party, you are also responsible for **your own insurance cover** where required for your event.

#### **Acceptance of Terms & Conditions**

By submitting an online application, I acknowledge the terms and conditions of fundraising on behalf of Open Heart International and the San Foundation Inc and agree to conduct all fundraising activities in accordance with the terms and conditions. I do have the authority to bind my appeal to these terms and conditions.

I also acknowledge that all information provided by me in relation to the proposed fundraising event is correct and accurate to the best of my knowledge.

