
SUPPORTING OTHER CHARITIES AT SCHN FACILITIES

POLICY®

CHANGE SUMMARY

- Due for mandatory review - no changes made.

READ ACKNOWLEDGEMENT

- Manager to determine which staff, if any, are to acknowledge the document.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st April 2017	Review Period: 3 years
Team Leader:	Manager	Area/Dept: Fundraising

Fundraising

Philanthropy is vital across Sydney Children's Hospitals Network (SCHN). Donations support research and education, equipment replacement, services for families and clinical care. Fundraising for Network entities takes priority over any other fundraising activity in our facilities. One of the ways the Network raises funds is through the positioning of collection tins, merchandise boxes and other collection devices (money spinners) around the Hospitals: all of which generate income and provide opportunities for promoting each hospital's brand.

From time to time SCHN receives requests from staff members and other charities to display and sell merchandise in our facilities. This ranges from staff selling confectionery to support school activities, staff selling other charity merchandise where they are involved with a particular fundraising activity and other charities that have a connection to the Network wishing to sell their fundraising merchandise through the Hospital network. This policy is designed to provide some guidance on how these requests are to be managed.

Other charities

The Hospitals will sometimes be approached by other charities to promote their fundraising activities, normally with the sale of merchandise. These come into two categories.

- Charities that support the Hospital/child health. This includes but is not limited to SIDS, Starlight Foundation, Canteen, Red Kite, Make a Wish, Ronald McDonald Charities, Camp Quality and the Clown Doctors.
- Charities that a staff member has an association with and considers a good cause, e.g. Breast Cancer, Salvation Army, school fundraising.

Where can merchandise for these charities be sold?

Charities that support the work of the Hospitals

Merchandise can be sold and collection tins can be placed on counters around the Hospitals. The main reception and outpatients' reception are primarily reserved for the sale of Hospital merchandise and collection tins only. Other charities may only use these locations with the approval of Fundraising/PR at each site in consultation with SCHF at SCH Sunny's Café and the SCHF Gift Shop at SCH can only carry fundraising tins and merchandise for other charities with approval from SCHF.

All requests from other charities that support the work of the Hospital to sell merchandise or display information about a fundraising activity should be referred to the **Head of Fundraising CHW or Public Relations Manager SCH** in the first instance for formal endorsement. Each request will be assessed on an individual basis and the charity will be advised in writing of the conditions of their fundraising within the Hospital.

The list of charities that have or could potentially have a link with the Hospital is extensive. Should you have any queries about a charity's relationship with the Hospital, please contact the Fundraising Dept CHW or Public Relations SCH

Charities without a link to the Hospital

Merchandise, like that sold through The Cancer Council's Daffodil Day, school fundraising chocolates and other fundraising initiatives like Australia's Biggest Morning Tea, may be conducted within the workplace by the staff member supporting the charity. However, these items must not be displayed for sale in public areas (e.g. Hospital Galleria).

In this instance formal consideration by Fundraising CHW or Public Relations SCH is not required and permission must be sought from the manager of each department to display and sell any fundraising merchandise or to conduct other fundraising activities.

How can the work of other charities be promoted?

Charities who directly support the Network may promote their fundraising activities via the Bandaged Bear Bulletin or SCH Pulse electronic newsletters, however all promotion of fundraising activities must be reviewed and endorsed by Fundraising CHW and Public Relations SCH before being distributed. PR at SCH will advise SCHF and seek guidance where necessary 'All user' emails and intranet postings are *not appropriate* to promote causes such as Bandana Day, Red Nose Day or similar.

Where can I go for further advice?

For further advice regarding fundraising activities in the Hospitals, please contact Head of Fundraising CHW or Public Relations SCH.

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