

Fundraiser Procedures and Guidelines



Generally, the Starship Foundation accepts fundraising events by individuals, clubs and organizations who will promote Starship and generate funds for its work. We take care to avoid events that might be inappropriate.

Fundraising Application Form:

The first step is to complete the Fundraising Application Form to explain the event. The Starship Foundation will decide which events may need further discussion. Once approval has been given, a confirmation email is sent to the organisers.

Guidelines:

To comply with legal regulations and best practice policies, community event organisers are asked to comply with the following guidelines:

1. The event organiser must receive an email of approval from the Starship Foundation to conduct an event whose net proceeds go the Foundation.
2. At the conclusion of the event, after event expenses have been resolved, the event organiser will deposit the funds raised to the Starship Foundation bank account, on behalf of the fundraising event. Note New Zealand taxation laws stipulate ticket costs, auctions or raffle purchases do not qualify for taxation receipts.
3. While the Starship Foundation will assist in any way it can, it does not have the capacity to provide volunteers to help support events. The special event is the individual's/organisation's responsibility and is a great opportunity to involve its own membership in the fun and fellowship of helping children.
4. Starship Foundation will assist in selling of tickets for an event if possible, but the responsibility for sales rests with the organiser.
5. Starship Foundation does not have readily available means to assist in individualised "thank you letters" to event participants and supporters. Thank you letters should be sent by the event organisers.
6. Product Endorsement – the Starship Foundation does not endorse products. However, the Starship Foundation may choose to accept proceeds from businesses or organisations selling products. In each case, the product promotion will be reviewed by the Starship Foundation for approval. Background information may be required from a company desiring to do a promotion to benefit Starship Foundation.



Sponsorship:



Starship Foundation is very fortunate to have sponsors who make substantial contributions to its work. Listed below are the Starship Foundation's Five Star sponsors. We ask that these sponsors not be approached by Community Event organisers.

- **Barfoot & Thompson**
- **Mercury Energy**

To avoid duplication of approaches, a list of sponsors being proposed by you, your club or organisation must first be approved by the Starship Foundation.

Publicity:

If appropriate, a Starship Foundation employee can assist in coordinating any press and media releases for the event through the Media Manager.

1. As an independent organiser in a fundraising effort, and with the Starship Foundation's role being solely that of beneficiary, all telephone or personal solicitations, publicity, printed matter, including advertising posters and tickets, must identify your organisation as the sponsor or organiser.
2. If the Starship Foundation's name or logo is used on printed material, we need to review that material before it goes to print. We have specific logo guidelines which can be downloaded or obtained by contacting the Community Giving Executive on 09 307 8949.
3. When referring to our relationship, please use the wording: "proceeds will benefit Starship Child Health".
4. Starship Foundation does not assume any responsibility for event expenses.
5. We ask for accounting purposes, and in accordance with charitable organisation guidelines, funds collected are given to the Starship Foundation within thirty days following the event.
6. Deposit the funds at www.starship.org.nz/donate, or via direct debit into the account 12-3011-0820075-00. Be sure to include your unique supporter number as a reference, and the name of your event.

If you have any additional questions, please contact us on (09) 307 4957.

