

# SUPPORTING OTHER CHARITIES AT SCHN FACILITIES POLICY®

## DOCUMENT SUMMARY/KEY POINTS

- Fundraising Sydney Children's Hospitals Network is managed by the Sydney Children's Hospitals Foundation (SCHF)
- Many other charities support the Network in monetary form, by GIK (Gift In Kind), or through services to patients. Their requests for fundraising activities on site are managed by Public Relations in consultation with the SCHF

## CHANGE SUMMARY

- Due for mandatory review - minor changes made.

## READ ACKNOWLEDGEMENT

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

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> February 2022	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Entertainment officer	<b>Area/Dept:</b> Public Relations

## 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. Some of the ways Sydney Children's Hospitals Foundation helps the Network to raise funds is through the positioning of collection tins, merchandise boxes, electronic donation stands 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 supporting the Network/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 Humour Foundation.
- Charities 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 Network. 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 the Public Relations team at each site. SCH Sunny's Café, the SCHF Gift Shop at SCH and Volunteers Gift Shop at CHW can only carry fundraising tins and merchandise for other charities with approval from SCHF.

All requests from other charities supporting the Network to sell merchandise or display information about a fundraising activity should be referred to the **Public Relations Department** 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 Public Relations Department.

### ***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, High St foyer or ward or department reception desks).

In this instance formal consideration by the Public Relations Department 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 Public Relations before being distributed. PR 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 the Public Relations department.

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