



Guidelines for fundraising events and activities.

Thank you very much for offering to raise funds for Heart Children New Zealand and help Kiwi kids with heart disease and their families.

Please find following a number of guidelines that are in place to help with the success of your fundraiser and also to ensure the protection of yourself and Heart Children NZ.

1. Please ensure you have completed an event registration form and sent that into Heart Children NZ prior to beginning planning for the event / activity. Heart Children NZ needs to ensure that all fundraising activities that take place in support of our organisation are suitable, promote our cause appropriately and protect our reputation.
2. Heart Children NZ request that all funds raised less expenses are received no less than 30 days following the completion of the event / activity. If you have not received a donation return form you can download one from our website. Please note that ticket costs, auction or raffle item purchases and sponsorships do not qualify for tax refundable receipts as per New Zealand taxation laws.
3. The fundraising event / activity is the responsibility of the individual or group organising it. Heart Children NZ will assist where possible, and staff are available to discuss how best to make your event / activity a success.
4. Heart Children NZ can not assume any responsibility for your event.
5. If you request to use the Heart Children logo to help promote your event this material must first be viewed and approved by Heart Children NZ prior to going to print or being placed on a webpage.
6. If you are contacting external stakeholders via email, telephone or face to face to support your event you must advise them of who you or your group are this also applies to any media releases and printed material.

If you have any questions please don't hesitate to phone Liz 09 377 9950 ext 813 or email liz@heartchildren.org.nz.