

Community Donations and Sponsorship Guidelines

This guide has been developed to assist community organisations determine eligibility for donation or sponsorship assistance from UFS Healthcare and how to go about the process.

A member-owned organisation

As an organisation owned by our members, any profits generated by UFS are invested back into the business for the benefit of our members, our customers and the community. This means that we invest money back into the local communities that we operate businesses in, by supporting a range of organisations and causes, providing considerable donations and in-kind support to local groups and organisations each year!

Strong community partnerships are important to UFS, so if you represent a not-for-profit community organisation, we welcome your approach for support of your event or cause.

Is your organisation eligible for assistance?

If you represent a not-for-profit community organisation then UFS may assist by providing a donation or sponsorship support. These types of organisations include sporting clubs, schools and community interest groups or organisations.

How UFS may assist your organisation

UFS Healthcare may assist by providing a donation when an organisation is conducting an event to raise money for the organisation or for a specific cause. Donations are generally goods supplied for the purposes of supporting fundraising raffles, prizes etc.

The process for applying for sponsorship involves completing a Sponsorship Proposal (refer below).

Approaching UFS for donations

UFS may provide a donation to support fundraising efforts for the benefit of the eligible organisation.

The request must be made in writing on official letterhead and must address each of the following criteria:

- The name of the organisation
- What the donation will be used for
- Background to the organisation and event
- What the funds raised will be used for
- Specifically what the request entails
- Contact information including mobile and email addresses

The official request can be taken directly to any store for the attention of the Retail Coordinator. UFS Healthcare will only give one donation per event and our standard policy is generally goods to the retail value of approximately \$50.

Paperwork will need to be completed at the time of collection.

Approaching UFS for sponsorship support

UFS Healthcare will consider an approach for community sponsorship by submission of a formal proposal. UFS Healthcare has a policy to primarily support the health and welfare sector, community groups, arts, and sporting organisations.

Any organisation wishing to apply for sponsorship must complete the proposal form. Proposals will not be accepted incomplete or **within one month** of a proposed event.

UFS Healthcare will assess the content of the proposal against objective selection criteria and aims to advise the outcome of a proposal within three weeks of receiving correspondence (unless Board consideration is required, in which case this timeframe will be longer).

For further information contact the Marketing Department:

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