

# Community Donations and Sponsorship Guidelines

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

## A community-owned organisation

UFS Dispensaries has cared for generations of families in Ballarat and the western region since 1881. UFS Dispensaries' core business is health care and the organisation is owned by 50,000+ household members (or 105,000+ individual members).

As a not-for-profit, social enterprise, our profits are distributed via member discount, business re-investment (business acquisitions, business development and refurbishments) and community sponsorships and donations. Therefore, UFS makes a substantial contribution to business and community life. We are also a committed supporter of our community, providing considerable donations and in-kind support to local groups and organisations each year.

## 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 Dispensaries may assist by providing a donation where an organisation is conducting an event to raise money for the organisation or for a cause. Donations are generally goods supplied for the purposes of supporting 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 Dispensaries 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 Dispensaries will consider an approach for community sponsorship by submission of a formal proposal. UFS Dispensaries has a policy to primarily support the health and welfare sector, followed by the community/ sporting, arts and corporate sectors.

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 Dispensaries 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).

For further information contact the Marketing Department:

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