

# Your guide to starting a new branch

## Thank you!

Thank you for your interest in opening a Leukaemia Foundation Branch in your community.

By generously volunteering your time and skills, you will raise much needed funds and provide essential support to the Leukaemia Foundation, making a positive difference to the lives of people with blood cancer and families across Australia and especially those in your area.

## This information guide

This guide contains information about what role a Leukaemia Foundation Branch will play and what is required of a Leukaemia Foundation Branch.

This information is provided to assist you in deciding whether opening a Leukaemia Foundation Branch is right for you and your network.

## Why do we need Branches?

The Leukaemia Foundation receives no on-going government funding and the funds used to provide free support services and fund research comes from fundraising activities such as those run by Branches.

These free services include:

- » Accommodation for people with blood cancer who need to relocate to capital cities for treatment
- » Transport to and from hospital appointments
- » Information and education services giving trusted information about your disease, its treatment and how your life might be affected
- » Emotional support services and referrals to help you and your loved ones adjust to living with blood cancer
- » Practical support services to help manage the everyday pressure of practical, family and financial matters
- » Health and wellbeing support services providing help, information and advice on managing symptoms and side effects,

lifestyle factors and living well with a blood cancer

- » Assessment and referral services to help connect you to the cancer care network and referrals to other services
- » Grief support services offering counselling, support groups and referrals to help you manage grief and remembrance

For more information on the services of the Leukaemia Foundation visit

<https://www.leukaemia.org.au/our-services/>

## Purpose of a Branch

Branches are active fundraisers, organising their own fundraising events to raise vital funds for the Leukaemia Foundation to help beat blood cancer. Branches also play an important role in raising the community's awareness of blood cancer and the Leukaemia Foundation.

As a Branch, we ask for your support by:

- » Being an active fundraiser for the Leukaemia Foundation by raising a minimum of \$5,000 per year.
- » Helping to spread the word in your community about the Leukaemia Foundation's signature events such as the World's Greatest Shave and Light the Night. You may even like to host a signature event in your community.
- » Raising awareness and support in your community by promoting the services of the Leukaemia Foundation.

## How to become a Branch?

There are a few steps to becoming a Branch:

- » There must be no existing Branch in your community. If there is an existing Branch, we can put you in contact with the committee and you are welcome to apply directly with the Branch to become a member.
- » A group of people (minimum of three) who will be active committee members of the Branch is required.
- » All committee members should agree on the purpose and focus the Branch will take in

their community.

- » All committee members will need to apply through the [Volunteer Hub](#) and go through the application process, including police and reference checks.

## Branch names

All Leukaemia Foundation Branches will be named “community/region” Leukaemia Foundation Branch, e.g. Bunbury Leukaemia Foundation Branch.

## Leukaemia Foundation Contact Person

Branches will have a dedicated contact person within the Leukaemia Foundation. This will be the Volunteers and Members Coordinator. The Volunteers and Members Coordinator is available weekdays, during office hours.

## Branch structure

There is a minimum of three committee members required to form and maintain a Leukaemia Foundation Branch.

These three committee members must hold a formal position and be financial members of the Leukaemia Foundation. The Branch is required to appoint a Leader or Chairperson. The other two formal positions may include being a secretary or treasurer, etc.

We encourage you to enlist other members to help with the purpose of the Branch. You are welcome to give other members specific roles, such as sponsorship officer or fundraising coordinator, or simply call everyone a member.

These members are welcome to apply to be a Leukaemia Foundation a financial member or a non-financial member, however, this is not a requirement.

The Branch Leader or Chairperson will liaise with the Volunteers and Members Coordinator who will assist with the set up the of Branch and offer guidance with fundraising activities.

## Financial member

As a financial member of the Leukaemia Foundation you will be helping those with blood cancer survive and go on to live a better quality of life.

### Benefits:

- » You'll be eligible to attend and vote at the Leukaemia Foundation's Annual General Meeting
- » You can vote or stand for election as a Director on the Leukaemia Foundation Board
- » You'll receive a copy of the Leukaemia Foundation's Annual Report each year
- » You'll receive a copy of the Members Matter Newsletter

### Cost:

- » Become a financial member of the Leukaemia Foundation for just \$5 each year.

## Meetings

We recommend the Branch meets at least once every quarter to discuss upcoming Branch plans and any Leukaemia Foundation business that has been communicated to the Chairperson. You may need to meet more often if you are busy planning a fundraising activity.

## Remuneration

Being a Branch member is an uncompensated volunteer service. No offer of regular employment is sought or implied.

## Reporting

The Branch will report quarterly on activities being undertaken by the Branch and any upcoming plans to the Volunteers and Members Coordinator in written form.

## Representation

Branch members will acknowledge that, although serving as a volunteer, the public may regard them as a representative of the Leukaemia Foundation, and thus members will dress and conduct themselves accordingly.

All activities undertaken by the Branch must be transparent and financially accountable.

Branch members/volunteers are not expected to make public statements or comments to the media. Any public statements and actions concerning the Leukaemia Foundation, or activities undertaken by the Foundation, may only be made by authorised personnel.

## Finances

A bank account under the name of the Leukaemia Foundation Branch may be opened with NAB to manage income and expenditure for fundraising activities.

Branches must transfer all funds raised after each event (keeping enough on hand to help coordinate the next planned event).

## Insurance

As a volunteer of the Leukaemia Foundation, you are covered by our volunteer insurance.

However, once a volunteer turns 75, the insurance coverage is reduced. Then, when a volunteer turns 85, our volunteer insurance no longer provides coverage.

We can provide automatic public liability cover for approved planned fundraising activities such as golf days, sausage sizzles or luncheons. For anything more complex such as sporting events, we will work with the Branch to understand any risks and how we can mitigate it.

Some activities may not be covered by our public liability and indemnity forms may need to be created and submitted to the insurer for approval.

## Community Fundraising

All fundraising activities must be legal, complying with all Australian Federal and the Branch's State laws.

The Volunteers and Members Coordinator will be on hand to offer guidance if or when needed.

Branches must notify the Volunteers and Members Coordinator of all fundraising activities to ensure every activity is covered by our insurance and if the insurers were to contact us about a Branch fundraising activity, Leukaemia Foundation is aware of the activity occurring.

## Closing a Branch

Members of the Branch may close the Branch at any time and must inform the Volunteers and Members Coordinator in writing of their intention to dissolve the Branch.

If the Branch is inactive for 12 consecutive months, the Branch will be closed by the Leukaemia Foundation. The Leukaemia Foundation will inform the chairperson in writing of the intent to close the Branch.

The Leukaemia Foundation reserves the right to close the Branch at any time if members are found to be misrepresenting the Leukaemia Foundation or conducting fraudulent activities.

Upon a Branch closing, all funds in the Leukaemia Foundation Branch bank account must be transferred in full within seven days and the bank account closed.

## For more information

We look forward to working with you to open a new Leukaemia Foundation Branch.

If you have any enquiries about any of the information provided in this pack or require further information please contact our Volunteers and Members Coordinator:

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