Your guide

How to host a Women’s Health Week event

WomensHealthWeek.com.au
Thank you for showing interest in hosting your own Women’s Health Week event.

At Jean Hailes we work hard to provide all women in Australia with trusted health information, but we need your help! By hosting a Women’s Health Week event you are helping to make a difference to the health of women in your community. In 2017, we had over 1500 events with 57,000 participants. Help us to reach even more women this year!

Hosts can choose to share the Women’s Health Week message in a number of ways and some may even raise money for Jean Hailes programs and resources. Together we can connect and share our knowledge, help each other make better health decisions and have some fun along the way.

“It was so easy to host a fantastic event that produced a lot of camaraderie. Everyone took part and it inspired me and a few others to think about our health.”

It’s easier than you think to host a successful Women’s Health Week event, and to help you we have put together this guide full of handy hints, ideas and support.
The facts

In 2017, we surveyed more than 10,000 women across Australia. This is what they told us:

Women worry most about:
- Menopause
- Bone health
- Breast and bowel health
- Painful sex

The biggest barriers to women living a healthy lifestyle are:
- Being too tired
- Lack of time
- Not prioritising their own health

Many women know little or nothing about:
- Risk factors and symptoms of cardiovascular disease

Information provided throughout Women’s Health Week will be guided by the results of our annual Women’s Health Survey. Help us to raise awareness of the health issues that are important to women and run an event in your local community.
What is Women’s Health Week?

Women’s Health Week is a week dedicated to improving the health of all women across Australia.

Putting the wellbeing of others ahead of our own is something many women do without realising. The Jean Hailes Women’s Health Week is a time to invest in ourselves and make our own good health a priority.

Held each year, in the first week of September, community, health professionals and organisations across Australia participate in a range of events that bring women together.

In 2017, 668 event hosts registered these events. You could join them this year and help more women make their health a priority.

- Ensure women across Australia are aware of the health services in their local community
- Encourage women to take the time to put themselves first
- Raise awareness of the importance of maintaining good health and preventing future health problems
- Link women within their community and help them support each other to make healthy decisions
- Share ideas and information about how to live a healthier life

What some of our 2017 hosts said:

“We had fun whilst promoting the message of women’s health and looking after ourselves.”

“I was involved in hosting three events and distributed 200 gift bags. The feedback from all participants was awesome. Definitely expanding this in 2018.”
Plan for success

Decide what sort of event you’d like to host. Think about your interests, skills and what would work best for your group, workplace or community. We’ve provided some fun event ideas to get you started or you might like to get creative and come up with your own!

Individual
- Trivia night
- Healthy morning tea
- Fun run or walk
- Market shopping trip
- Pamper party
- Book club

Health professionals
- Information session
- Health expo
- Walking group
- Fitness class
- Cooking class
- Free health checks

Workplace
- Healthy lunch
- Exercise class
- Guest speakers
- Walking meetings
- Mindfulness training
- Team sport challenge

When?
The 2018 Women’s Health Week runs from 3–7 of September and we encourage you to hold your event as close as possible to this time. Just remember, the more notice you give to your guests, the better. As your event approaches, you might even like to send out reminders.

Where?
Finding a suitable venue or location will depend on the type of event you are hosting (e.g. your home, a cafe, local park, community centre or place of work). Think about making it easy to find and access, with parking or public transport close by.

Who?
Think about who will be invited to your event (e.g. friends, workmates, the wider community). Use our event invitations to send to your guests or contact them via phone, text, email or social media.
How to host an event

1. **Register your event**
   - Head to WomensHealthWeek.com.au to register your event
   - You have the option to list your event as public or private on WomensHealthWeek.com.au (see Event T&Cs).

2. **Order guest gift bags**
   - Order your guest gift bags when you register your event at WomensHealthWeek.com.au
   - 2018 guest gift bags include:
     - Health booklet full of tips, tools and great ideas for making 2018 your healthiest year yet!
     - The Jean Hailes Magazine, full of interesting health articles and information
     - A Jean Hailes health check pen
     - And, if you register before 31 July, your guests will also receive a free pink stress elephant.

3. **Add the finishing touches...**
   - Download our Women’s Health Week customised invitations, name tags and place cards
   - Our ‘Let’s talk’ cards are a fun way to help get the conversation started and are free to download
   - Buy an optional host kit which includes A2 posters and balloons
   - Check out our online shop where you can purchase items from our range of WHW merchandise including elephant lapel pins, stress balls and socks.

Event registrations, guest gift bags orders, host kits and merchandise can all be found on WomensHealthWeek.com.au.
In their own words

A handful of our wonderful past event hosts share their experience of hosting a Women’s Health Week event.

Sharyn Jencke
Plenty Valley Community Health, Victoria

Women’s Health Week provides a great opportunity for us to support and encourage the women in our organisation to prioritise their health.

Did you have a theme for your event?
Yes - ‘middle years, menopause and beyond’.

How did you get people interested?
We promoted the event through the organisation and provided lunch and activities including tai chi, origami and a presentation.

What was the best part of your event?
Women from all areas of the organisation gathered including administration, disability workers, dental nurses, managers, allied health workers, even the president of board.

People went out of their way to give us lots of positive feedback at the time of the session and we continue to receive more. Women said they felt “normal” after hearing the information and even those who thought they already knew everything “learnt things they didn’t know”. They also said it was great to be able to discuss the topics so openly.

Would you do anything differently next time?
We would like to do something more community focused and perhaps extend to half a day so we can incorporate activities and short sessions on other topics.

“People went out of their way to give us lots of positive feedback at the time of the session and we continue to receive more.”
Tracey Sweeney  
Norfolk Island  

Women’s Advocacy Group (WAG) is an organisation that provides leadership and advocacy for women and girls in Norfolk Island with issues affecting their lives and the lives of their families.

What inspired you to get involved in Women’s Health Week?  
Women’s Advocacy Group Norfolk Island, (WAGNI) has been very busy in the past eighteen months assisting in the changes coming to Norfolk Island for the women and children for their health, safety and education. One of our ideas has been to educate the community on their health by hosting an event such as this.

How many people attended your event?  
73 women and teenagers “frocked up” for the occasion. So many beautiful women and teenagers went to a lot of effort and we even had a few hats in the room. Was lovely to see everyone having an enjoyable time amongst their friends, family and peers.

What was the best thing about your event?  
Dale Howe was our MC for the afternoon and guided us and our wonderful panellists who answered many “elephant in the room” questions on menopause, sexual health, family issues, diet, aging, healthy lifestyle and much more.

We broke midway for our high tea which was an abundance of delicious and scrumptious sandwiches, cakes and slices for everyone to enjoy. The chatter amongst the room was wonderful and everyone was smiling, laughing and enjoying the afternoon. During the break, we also had ladies offer and ask any further questions anonymously, which were placed in a box and drawn out for comment from the panel.

“The chatter amongst the room was wonderful and everyone was smiling, laughing and enjoying the afternoon.”
Megan Robson
The Great Southern Aboriginal Health Service (GSAHS), Western Australia

We are a comprehensive primary health care service for Aboriginal and Torres Strait Islander people in the Great Southern region of Western Australia.

What did you do?
We ran a number of events throughout September in celebration of Women’s Health Week and to support women to prioritise their own health.

How did you get people interested?
We invited women from the community to a high tea at our office. We celebrated our good health and ate scones with a wonderful group of women who came together to discuss health concerns that were important to them.

We also held a Pamper Day for mothers who attend our mums & bubs group. This event gave those mums the opportunity to put their health first and be pampered. Four wonderful volunteers from Solaris Cancer Care provided massage therapy while Glenda, our Senior Aboriginal Health Worker pampered the mums with manicures.

What did you learn from organising your events?
The earlier we can start advertising and getting the word out, the better.
Catherine Craik
Palmerston Community Care Centre, Northern Territory

What inspired you to get involved in Women’s Health Week?
On receiving the Women’s Health Week emails we decided for the first time to host several events. Health promotion is an important part of our role and this year’s message, ‘time to invest in ourselves’ and ‘make women’s good health a priority’ resonated with the team.

How did you get people interested?
We were able to successfully implement four health promotion events during the week in large part due to the information, ideas and promotional material provided by Jean Hailes as well as the support of other healthcare providers.

What did you do?
One of our activities was to write the daily health topics on cards and place them in a basket. Women were asked to pick a card and have a discussion with a community and primary care nurse around that topic. These ‘Let’s talk’ cards were a good ice breaker and enabled us to approach women in a gentle way as well as target information to an appropriate subject and the participants life stage.

Women also received a Women’s Health Week gift bag which were greatly appreciated by everyone.

What did you and your team learn?
We were very satisfied with the number of women who participated and their level of engagement. We look forward to taking an active role in Women’s Health Week 2018. The involvement of other health care providers was also beneficial; not only did they provide additional information and resources but it was also a good chance for primary healthcare staff to network with them.

“Health promotion is an important part of our role and this year's message, ‘time to invest in ourselves’ and ‘make women’s good health a priority’ resonated with the team.”
Whip up support

Don’t be afraid to reach out to your community for support. Local businesses might support your event if they know the purpose is of benefit to the local community. You never know what people are willing to offer until you ask!

For example:
- A printer could print posters or flyers
- Local government or community centres could provide a venue for free
- Your local bakery could donate bread for sandwiches
- A local gym could provide a special membership offer to attendees
- Door prizes could be provided by local businesses

Or you could invite:
- Someone engaging to speak at, or host, your event. This can be a great drawcard!
- A local health professional (eg a GP or women’s health nurse). They could do a women’s health presentation and/or answer health-related questions* 
- Local services to join (such as community centres, groups and information services). They could have a table display or donate a raffle prize.

* Please note: If you are inviting speakers to present, as part of our quality assurance policy, we ask that it is made clear that they are presenting their own views and not necessarily those of Jean Hailes for Women’s Health.
Get the word out

Use our handy tools and ideas to help get your event noticed! But remember, word of mouth is still one of the best ways to promote, so get talking!

Invite friends, family & community
- Invite guests with our new downloadable invitation. Simply add your event details and send to friends, family or colleagues!
- Download the editable poster from WomensHealthWeek.com.au. Add your event details and display it around your community or organisation. A library, gym, community centre or supermarket might have public noticeboards.

Get online
- We have everything you need to get social on social media in our online supporter pack.
- Add the images, banners and tiles to your website, social media page or promotional material. Don’t forget to use the hashtag: #WomensHealthWeek

Give out postcards
- Visit WomensHealthWeek.com.au to order or download free postcards.
- Share them among your community or organisation.

Put out a media release
- Download the media release template from WomensHealthWeek.com.au
- Add your event details and send it to your local paper.
- This is an easy (and cheap) way to get your event noticed, you might even get an article published!
Making health information accessible to all

There is strong evidence that women in Australia from Indigenous or culturally and linguistically diverse backgrounds have much poorer health outcomes. Low health literacy is a big factor, playing a part in preventable chronic conditions such as diabetes and certain cancers.

Research by Jean Hailes shows that there are simple things you can do to reach and engage diverse women in health promotion campaigns. Successful strategies include involving existing networks, communities and community members in your event. It also works well if you can use resources with a mix of visual, oral and language to share health messages.

Tips for success

- Identify and approach potential partners within the existing network of community organisations in your area
- Work with community leaders to plan the best approach for their community members
- Start a discussion about how to use those resources in ways that best deliver health promotion messages
- For instance, it may work to use a fact sheet about mental health to start a face-to-face discussion about managing anxiety and what that could look like.

Draw on support

A number of organisations offer tips, tools and resources for working with diverse women, including:

- The Centre for Culture, Ethnicity and Health have tips for effective written and verbal communication with people who have a low English proficiency. [ceh.org.au](http://ceh.org.au)
- Multicultural Centre for Women’s Health has a catalogue of health resources available in community languages. [mcwh.com.au](http://mcwh.com.au)
- Try the health promotion unit in your local council, they may also have some tips
- Australian Indigenous HealthInfoNet is a great place to look for health resources for Indigenous audiences [healthinfonet.ecu.edu.au](http://healthinfonet.ecu.edu.au)
Get social

Social media is a great and free way to connect with people and promote your exciting Women’s Health Week event. Use Facebook, Twitter and Instagram to help spread the word about your upcoming event. Here are some tips for using social media to help you to run an amazing event.

Whether your event is public or just for you and your friends, getting the word out on Facebook is a great idea.

Create your own Facebook event page

- Keep it open or private, invite your guests and post regular updates
- Include the link to your Facebook event page when you register your event on WomensHealthWeek.com.au
- Post about your event on your personal (or your organisation’s) Facebook page

Make a Facebook photo album

- Ask guests to tag themselves and share your event photos
- Tag Jean Hailes so we can share your photos with all our followers

Join the Jean Hailes Women’s Health Week Community Events Facebook page

facebook.com/JeanHailesforWomensHealth

- Click on the events tab on the Jean Hailes Facebook page
- Ask questions, share ideas with other hosts and find extra inspiration for your event
How to #tag

How to #tag
A #tag = a word or phrase preceded by a hash sign (#), used on social media sites to identify messages on a specific topic.

- Create a #tag for your event, add it to all your social media posts
- Make sure all your guests know the event #tag and get involved

Remember to use: #WomensHealthWeek in all your social media posts
Tag us: @jeanhailes

Twitter
Twitter is a great way to promote your event, especially if it is open to the public. If you need to know more about Twitter visit support.twitter.com

Tweet about your event regularly
- Tweet about the planning process, how people can get involved and what people can expect when they attend the event

Ask your followers to help promote
- The rule goes: if you ask for a re-tweet, you shall receive a re-tweet

Example tweet: We’re celebrating #WomensHealthWeek with a walk along the river & a chat about women’s health! #healthieryou #jeanhailes

Instagram
Social media and photos are a perfect match; Instagram is a fun and visual way to promote your event to a wide audience.

Take lots of photos
- Take photos of the planning process, the venue or something related to the theme of your event
- Grab free images online or re-gram images from Jean Hailes or #WomensHealthWeek
- Of course, take photos at your event too!

Our hashtag: #WomensHealthWeek
Our handle: @jeanhailes
Ready, set...

Don’t be camera shy!

We want to see your event! Take lots of photos and share them on social media. Remember to tag @jeanhailes and use #WomensHealthWeek.

Local papers love to photograph local events. Let them know about your event, they might send a photographer along!

Event check list

- Pick your venue
- Register your event at WomensHealthWeek.com.au
- Add the number of guest gift bags and additional resources you need
- Invite your guests (using our event flyer or customised invitation)
- Promote your event (using our helpful tools!)
- Share your event on social media
- Organise catering if necessary (BBQ or bring-a-plate are easy solutions)
- Arrange equipment (eg chairs, data projector, laptop, coffee cups)
- Print place cards and/or name tags for all your guests
Raising money for Jean Hailes

Jean Hailes is a not-for-profit and registered charitable organisation.

We rely on funding from government, philanthropic and charitable sources to support our programs. Fundraising is not a mandatory part of hosting a Women's Health Week event but if you or your organisation would like to raise money to support Jean Hailes, the funds are very welcome. These guidelines ensure that you can fundraise successfully while meeting fundraising legislation. Please read these carefully and ensure you can meet the requirements before committing to fundraising.

Your role as the fundraiser/organiser
The planning and implementation of a fundraising event is the sole responsibility of the fundraiser/organiser and must comply with the applicable fundraising legislation in your state or territory.

Please remember that your fundraising event will not be a Jean Hailes event, but an event to raise funds on behalf of Jean Hailes. A suggested way of promoting your event is: “Funds raised will go to support the work of Jean Hailes”. A fundraiser must provide Jean Hailes with information on the event registration page and agree to the terms and conditions provided by a Women’s Health Week representative.
Donations

Receipt request form

The receipt request form can be accessed on the Women’s Health Week website. This can only be used for approved fundraising events with receipts to be issued by Jean Hailes at the end of the event.

Tax-deductible receipts can only be issued for donations of $2 or more, where the event participant has made a donation freely (ie purely voluntary) with no reward, obligation or receipt of goods or services. Receipts cannot be issued for the following transactions:

- Raffle tickets
- Donation of goods and services
- Auction purchases

In some cases, a percentage of the ticket price is claimable. For example when guests pay to attend a dinner with a percentage of the proceeds being donated to Jean Hailes, the rest is used to cover costs. Event organisers will need to seek independent advice if a portion is claimable via the Australian Taxation Office.

Donated funds form

To help keep a record of your costs and overall donated amount, we have created a donated funds form. For all fundraising events, please complete the form and capture:

- Your event details
- The total amount donated to Jean Hailes
- How you will transfer the money raised to Jean Hailes
- Descriptions of the income associated with your event (eg donations, overall raffle ticket collection, etc)
- Descriptions of the expenses associated with your event, if applicable (eg food, drinks, printing, equipment hired, etc)

As the fundraiser/organiser, you may deduct any essential costs of organising the activity, as long as they are documented with receipts, and are fair and reasonable (eg you may deduct costs such as catering, venue hire, entertainment but cannot deduct taxi transport etc unless under special circumstances).
Transferring donations to Jean Hailes
All donations received should be sent to Jean Hailes within 14 days of your event.

Step 1
Complete the donated funds and receipt request forms and collate any applicable expense receipts.

Step 2
Choose your method of donation payment.

Mail cheque (or money order)
Made payable to The Jean Hailes Foundation and sent to:
Jean Hailes for Women’s Health
PO Box 33314
Domain LPO, Melbourne VIC 3004

Pay at your bank or online
Take the money raised into any NAB branch or alternatively transfer the funds online.
Bank: NAB
Account name: The Jean Hailes Foundation
BSB: 083 170
Account: 48996 9414

Note: Include the event organiser’s last name in the reference followed by WHW17 so we know where the money has come from. For example smithWHW17.

Pay via jeanhailes.org.au
If you would like to pay via direct debit, please donate online by clicking ‘Donate’ on the Jean Hailes home page. Please include the event organiser’s last name followed by WHW17 in the “include a personal message” field on the form so we can cross check this with your event registration.

Step 3
Return completed forms and expense receipts to: Jean Hailes for Women’s Health, PO Box 33314, Domain LPO, Melbourne VIC 3004 or via email to whw@jeanhailes.org.au.
Summary of donated funds

Please complete this form if you have raised money for Jean Hailes for Women’s Health.

Event details

Event name: ................................................................. Event date: / /

Organisation: .............................................................. Contact name: ............................................ Contact phone:

Email address: ................................................................

How will you transfer funds raised to Jean Hailes? (please tick)

☐ Mail money order or cheque ☐ Online banking direct deposit

☐ At your bank ☐ Via our website jeanhailes.org.au/donate

Transaction date: / /

<table>
<thead>
<tr>
<th>Income (eg donations, raffle, etc.)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses (eg food, printing, equipment hire, etc.)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$</td>
</tr>
</tbody>
</table>

Total amount donated (income less expenses) $

Return completed forms to:
Jean Hailes for Women’s Health, PO Box 33314, Domain LPO, Melbourne VIC 3004 or via email to whw@jeanhailes.org.au
Receipt request form

Please complete your event details. Guests requesting a receipt from Jean Hailes must provide their details.

Note: Raffle tickets and events (where the donor receives some form of reward or there is an obligation for the payment of goods or services) are not tax deductable.

Event details

Event name:...........................................................................................................................................

...................................................................................................................................................... Event date: / /

Organisation: ........................................................................................................................................

Contact name: ........................................ Contact phone: .................................................................

Address: ................................................................................................................................. Postcode: ................................................................

Email address: ..........................................................................................................................

How will you transfer funds raised to Jean Hailes? (please tick)

☐ Mail money order or cheque  ☐ Online banking direct deposit

☐ At your bank  ☐ Via our website jeanhailes.org.au/donate

Transaction date: / /

| Total amount donated | $ |

Return completed forms to:
Jean Hailes for Women’s Health, PO Box 33314, Domain LPO, Melbourne VIC 3004 or via email to whw@jeanhailes.org.au

WomensHealthWeek.com.au  NEED HELP? Phone 1800 JEAN HAILES (532 642) or email whw@jeanhailes.org.au
Please provide your details to receive a receipt from Jean Hailes for your donation.

<table>
<thead>
<tr>
<th>Donor details</th>
<th>Amount donated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>First name:</td>
</tr>
<tr>
<td></td>
<td>Surname:</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Suburb:</strong></td>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Postcode:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donor details</th>
<th>Amount donated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>First name:</td>
</tr>
<tr>
<td></td>
<td>Surname:</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Suburb:</strong></td>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Postcode:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donor details</th>
<th>Amount donated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>First name:</td>
</tr>
<tr>
<td></td>
<td>Surname:</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Suburb:</strong></td>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Postcode:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donor details</th>
<th>Amount donated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>First name:</td>
</tr>
<tr>
<td></td>
<td>Surname:</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Suburb:</strong></td>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Postcode:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td></td>
</tr>
</tbody>
</table>
Terms & conditions

Women’s Health Week fundraising terms & conditions

Thank you for your interest in supporting Jean Hailes with a fundraising event. We appreciate your enthusiasm for our work. These terms and conditions apply to groups and individuals (fundraiser/organiser) that are planning to fundraise on behalf of Jean Hailes for Women’s Health (Jean Hailes). By signing this document, you, as the fundraiser/organiser, agree to comply with and to be bound by these terms and conditions.

1. The planning and implementation of a fundraising event is the sole responsibility of the Fundraiser/Organiser.
2. The Fundraiser/Organiser is required to provide the appropriate details of who is conducting the fundraising activity, and how they propose to conduct it. For this reason, the Fundraiser/Organiser must complete the online Event Registration Form properly and honestly. The Fundraiser/Organiser must also notify Jean Hailes of any changes to their activity in advance.
3. The event(s) run by the Fundraiser/Organiser must only fundraise for Women’s Health Week within the period of time authorised by Jean Hailes.
4. The Fundraiser/Organiser must take responsibility for, and hold onto, all the money raised until the fundraising activity is over and make sure it’s kept in a safe place. Funds must be provided to Jean Hailes according to the instructions provided in the Event Guide.
5. Promotional material must clearly state that the event is ‘raising funds for Jean Hailes for Women’s Health’, or ‘proceeds donated to Jean Hailes for Women’s Health’. It is not to be referred to as an event being held by Jean Hailes.
6. For donors who request a receipt, the Fundraiser/Organiser should record details on the Receipt Request form. This is sent to Jean Hailes who will provide receipts following the event. Here is further guidance around tax deductible donations:
   a. A straight donation of $2 or more where the donor receives nothing material in return will be considered a tax deductible gift
   b. If the donor receives something material in return for the money (eg a dinner, entry to an event, an auction item or a chance to win a raffle prize) the donation will not be a tax deductible gift
7. Any fundraising activity undertaken must fit within the event’s State Charitable Fundraising Act guidelines.
8. A record of the income or expenses must be kept as part of the fundraising event, and the Fundraiser/Organiser may deduct any essential costs of organising the activity, as long as they are documented with receipts, and are fair and reasonable (eg you may deduct costs such as catering, venue hire, entertainment but cannot deduct taxi transport etc unless under special circumstances). The donated funds form is provided at WomensHealthWeek.com.au
9. All donated money received should be sent to Jean Hailes within 14 days of your event with the Receipt Request form and Donated Funds form.
10. People under the age of 16 collecting, handling or managing funds must be under the supervision of a responsible adult over the age of 18.
11. Jean Hailes reserves the right to withdraw the Fundraiser/Organiser’s authority to organise an activity at any time if it appears there’s a likelihood of the Fundraiser/Organiser not meeting any of these responsibilities.
Women's Health Week ‘Host an event’ terms & conditions

Thank you for hosting a Women’s Health Week (WHW) event. We appreciate your enthusiasm in supporting Jean Hailes for Women's Health. These terms and conditions apply to groups and individuals (Events Host) that are planning to host an event as part of WHW and in support for Jean Hailes for Women’s Health (Jean Hailes). By ticking the box on the online Event Registration Form, you, as the Event Host agree to comply with and to be bound by these terms and conditions.

1. The WHW campaign is run by Jean Hailes for Women’s Health (ABN 69092915618) of Level 4, 15-17 Park St, South Melbourne VIC 3205.

2. Ticking the box stating that you agree to the terms and conditions on the event registration page is deemed acceptance of all the terms and conditions.

3. Event Hosts that are raising money for Jean Hailes for Women's Health must notify Jean Hailes via the event registration process and agree to comply with the fundraising terms and conditions (see separate terms and conditions document on WomensHealthWeek.com.au).

4. The person registering the details of the event warrants that he/she has the authority to do so on behalf of the named organisation and, in doing so, binds the organisation to these terms and conditions.

5. The event must be properly listed and contain all information requested in the registration form.

6. All events must be genuine and promote the Jean Hailes Women’s Health Week.

7. The Event Host is responsible for financing all costs, including rental space and catering.

8. Event Hosts indemnify Jean Hailes for Women’s Health against any and all legal fees, damages and other expenses that may be incurred by Jean Hailes for Women’s Health as a result of a breach of the above.

9. The Event Host is responsible for gaining any permits, licences or approval to operate their event activity from relevant local and state authorities.

10. Advertising an event on WomensHealthWeek.com.au in no way implies that Jean Hailes for Women’s Health endorses the event or its content.

11. All events registered will be reviewed for suitability and Jean Hailes for Women’s Health reserves the right to decline to register an event if it does not match our organisation’s mission and values statements. Declining an event is at the discretion of Jean Hailes for Women’s Health.

12. Event Hosts will ensure that any materials or events relating to Jean Hailes WHW are not used or run solely for the purpose of promoting personal/business interests or for monetary gain by the organisers.

13. Event Hosts will ensure that the event and all materials relating to the WHW will not be used for any purpose, or in any way, which is unlawful, cruel, mean or disrespectful to anyone.

14. Event Hosts have the option to have their event listed as either public or private on the WHW website. Private events will be listed with the event type, organisation’s name (if applicable), day of event and suburb only, with the word ‘private’.

15. When you submit content to the Jean Hailes WHW website in any format, including any text and photographs, you grant Jean Hailes for Women’s Health a non-exclusive, royalty-free, perpetual licence to publish, transmit or otherwise use that content in any way, now and in the future (including on social media).

16. Jean Hailes for Women’s Health reserves the right not to use or publish the content Event Hosts submit.
17. When you submit your content, you agree that you have all of the necessary rights, including copyright, in the content you contribute, that your content is not defamatory and that it does not infringe any law and that all persons appearing in any images of text have consented to you submitting the photo as part of this campaign, including to Jean Hailes for Women’s Health’s right to use the material.

18. Hosting an event is open to everyone.

Please be aware that Jean Hailes is unable to:

a. solicit sponsors, prizes or publicity for your events,
b. solicit Jean Hailes Ambassadors for your event
c. share email or mailing lists of donors, vendors, staff or patients
d. provide any public liability insurance for any events organised by a third party
e. endorse any events that include telemarketing, door knocking or face to face collections, violent or dangerous activities, the sale or promotion of tobacco products or illegal drugs.