

**DOLLARS 4 DOLLARS
DOLLARS 4 DOERS
MATCHED GIVING GUIDELINES**



The Board of Benevolence and of Aged Masons, Widows and Orphans' Fund as trustee for the
Hand Heart Pocket Community Fund ABN: 72 312 020 405 Charity No:CH3178
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Purpose

Dollars 4 Dollars and *Dollars 4 Doers* matched giving from HHP is designed to support the efforts of Members and Lodges who give and volunteer with charities in their local communities.

The goals of HHP's matched giving are to empower Lodges and Members to:

- Make a difference on the issues that matter to them in their community
- Give more to their chosen charity through giving, volunteering and fundraising, with matching from HHP
- Work together in their Lodge to encourage more active participation by Members in their community
- Build their own and other Members' community connections and social capital
- Increase the relevance of Freemasonry in their community

Matched Giving Guidelines: *Dollars 4 Dollars*

For individual Members and Lodges

Dollars 4 Dollars and *Dollars 4 Doers* matched giving from HHP is available to all current individual Members of the United Grand Lodge of Queensland, including new Members who have recently joined. Each Member can claim up to \$500 per annum in matched giving from HHP.

Dollars 4 Dollars and *Dollars 4 Doers* matched giving is also available for Lodges of the United Grand Lodge of Queensland and associated Orders. Each Lodge can claim up to \$5,000 per annum of matched giving.

There is a total pool of \$500,000 per annum of matched giving, and requests will be processed as they are submitted during the year until the pool is fully distributed.

For registered charities in Queensland and PNG

Matched giving from HHP is available for donations made to registered Australian charities with Deductible Gift Recipient status whose operations support people in need in Queensland or Papua New Guinea.

For work with people in need

HHP encourages Lodges and Members to contribute to the organisations of their choice, supporting causes they care about.

For personal and Lodge giving, volunteering and fundraising

Dollars 4 Dollars and *Dollars 4 Doers* is available for all personal financial gifts, fundraising and volunteering by individual Members. It is also available for the fundraising conducted by groups of Members working together in their Lodge or between a number of Lodges.

How much giving is available?	Who can claim?	What is matched?	Which organisations can the giving go to?
\$500 per annum	Each Member	- Personal giving - Personal volunteering	Organisations must be all of: ✓ Australian charities AND ✓ Deductible Gift Recipients AND ✓ Working in Qld or PNG AND ✓ Supporting people in need
\$5,000 per annum	Each Lodge	- Lodge giving - Lodge fundraising - Lodge volunteering	
\$500,000 per annum	Total pool of matched giving available		

How to get matched giving for your charity

1. Choose your charity

HHP encourages Lodges and its Members to contribute to the organisations of their choice, supporting causes they care about, where that organisation's purpose aligns with the purpose and goals of HHP.

Matched Giving and volunteering is only available for organisations that meet ALL of these criteria:

1. Registered with the Australian Charities and Not-for-profit Commission (ACNC); AND
2. Has Deductible Gift Recipient (DGR) status with the ATO; AND
3. Has a Queensland or Papua New Guinea focus; AND
4. Supports people in need.

Examples of organisations who qualify include those that provide support and services in the following areas:

- ✓ Aged and palliative care
- ✓ Disability support
- ✓ Community welfare and homelessness
- ✓ Mental health
- ✓ Volunteer rescue
- ✓ Disaster response and preparedness
- ✓ Domestic and family violence
- ✓ Child, youth and family services
- ✓ Health services
- ✓ Medical research
- ✓ Education for disadvantaged children

Some cause areas that do not align with HHP's purpose and will not be eligible for Matched Giving include:

- ✗ Animal welfare
- ✗ Evangelism activities
- ✗ Political parties and trade unions
- ✗ Industry associations
- ✗ Sport and recreation groups
- ✗ Culture and arts organisations
- ✗ Schools in general
- ✗ Outcomes outside of Queensland or Papua New Guinea
- ✗ Unincorporated associations generally
- ✗ International aid

2. Make your donation, or do your volunteering or fund-raising activity

Your Lodge can either:

- Make a donation direct to the charity; OR
- Fundraise for the charity (and then donate the funds to the charity); OR
- Members can volunteer for the charity as a group

Members can either:

- Make a donation direct to the charity; OR
- Volunteer for the charity

3. Apply to Hand Heart Pocket with your donation receipt or letter from your charity

HHP will match all time volunteered or funds raised and donated to your chosen charity based on evidence which could be:

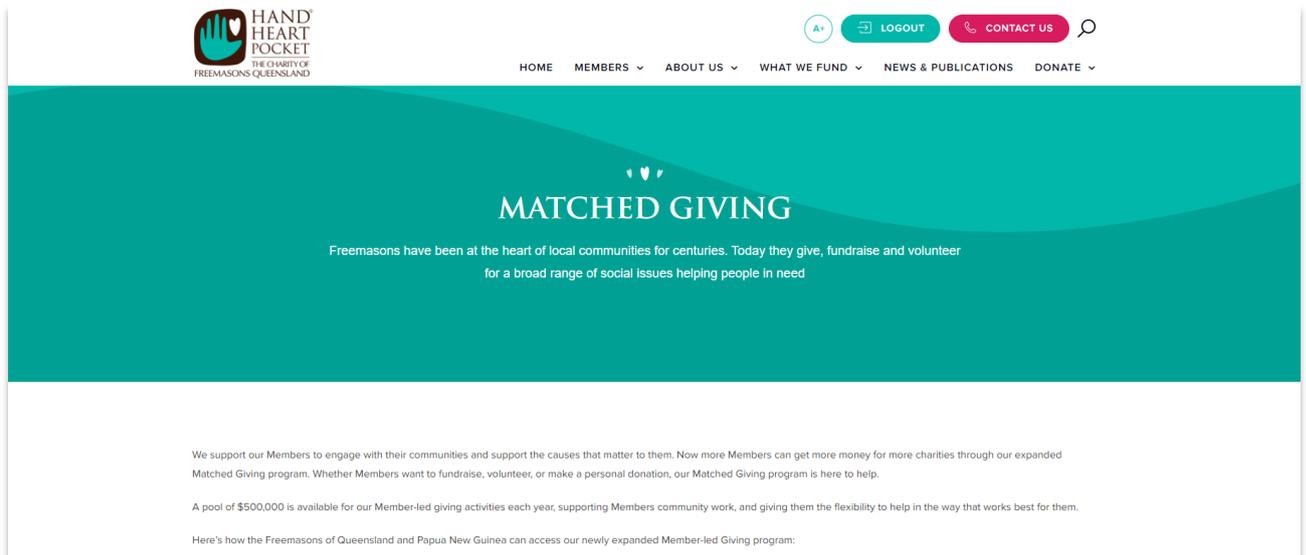
- ✓ a tax-deductible donation receipt from the charity listing their ABN (for donations)
- ✓ a bank deposit receipt for the charity bank account (for fundraising)
- ✓ a letter from the charity with a copy of a bank statement showing the relevant deposit (for fundraising)
- ✓ a letter from the charity confirming the number of hours volunteered (for volunteering)

Download the Application Form

1. **Download the Application Form** by heading to the **Member-led Giving** page of our website. Log in using:

Username **HHP**

Password **handheartpocket**



2. Complete the form and send it to us at info@handheartpocket.org.au. You will need to send to us:

Dollars 4 Dollars	Dollars 4 Doers
Completed Application Form	Completed Application Form
Receipt showing: <ul style="list-style-type: none"> • The amount of your donation • The name of the charity, including it's ABN • Date of the donation 	Letter from the charity showing: <ul style="list-style-type: none"> • The total number of hours volunteered • The dates the volunteering was completed • The name of the charity, including its ABN

Request your matched giving over the phone

To request a paper form be sent to you, contact the HHP Team on 07 3493 6000.

For more information or support on *Dollars 4 Dollars* and *Dollars for Doers* or any of our work, call us.

Matched Volunteering Guidelines: *Dollar 4 Doers*

Dollars 4 Doers provides a financial donation from HHP that matches an amount of time given by a Member to a charity of the Member's choice. This allows Members who contribute their time and skills rather than money, to also access support from HHP.

An annual cap of \$500 will apply to the total amount of matched giving HHP will provide per Member.

What is volunteering?

- Volunteering benefits the community and the volunteer
- Volunteer work is unpaid
- Volunteering is always a matter of choice
- Volunteering is a legitimate way in which Members can participate in the activities of their community
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- Volunteering is an activity performed in the not-for-profit sector only
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers
- Volunteering respects the rights, dignity and culture of others

Volunteering restrictions

For the safety of Members, the Lodge should not organise volunteering events that involve emergency or rescue work, driving vehicles or working directly with animals.

The Member or Lodge must require their chosen charity to:

1. have current volunteers' insurance
2. provide a copy of the organisation's volunteer policy
3. provide orientation and, where relevant, training to Members who volunteer
4. comply with all federal and state occupational health and safety regulations
5. comply with all federal and state equal opportunity and anti-discrimination legislation
6. comply with all privacy principles in dealing with confidential and personal information
7. not use Members in a voluntary capacity to fill a position previously held by a paid worker or to do the work of paid employees during industrial disputes.

Managing any risks of volunteering

There are risks associated with volunteering – for the Lodge, Members and the community organisation. These fall into two broad categories:

Occupational Health and Safety (OH&S) risks to Lodge Members

To manage these, community organisations need to:

- provide Members with the right resources and equipment, or negotiate with the Lodge to provide them
- have volunteers' insurance
- provide Members with orientation and, where relevant, training at volunteering events

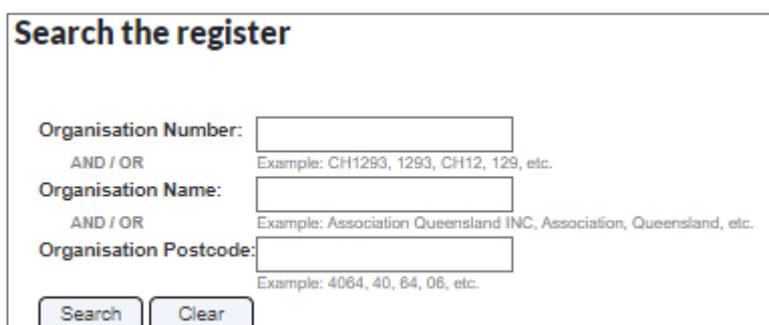
Risk of providing little value to the community organisation from the volunteering event

To manage this, Members and Lodges need to work with the community organisation to ensure that the volunteering event is designed so that valuable activities are completed well, and are in line with what the organisation really needs.

Fundraising Guidelines: *Dollars 4 Dollars*

Charitable fundraising activities in Queensland are regulated by the Office of Fair Trading (OFT). To fundraise in Queensland, a charity needs to be entered on the OFT's register of charities and associations. To check a charity's authorisation to fundraise in Queensland:

1. Go to the OFT's website
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association>
2. Enter the **Organisation Name** in the field, then click on **Search**:



Search the register

Organisation Number:
AND / OR Example: CH1293, 1293, CH12, 129, etc.

Organisation Name:
AND / OR Example: Association Queensland INC, Association, Queensland, etc.

Organisation Postcode:
Example: 4064, 40, 64, 06, etc.

3. A charity with authorisation to conduct fundraising appeals in Queensland is issued with a Charity Organisation Number (displayed as CHXXXX). In the following example, if the Toowoomba and District Masonic Council are considering supporting Protea Place, they can talk to the charity about a fundraising event as Protea Place has authorisation to fundraise in Queensland, as indicated by its charitable organisation number: CH3188.

Org No	Name	Postcode
CH3188	PROTEA PLACE INC.	4350
IA58263	PROTEA PLACE INC.	4350

A Member or Lodge must only run fundraising activities with the permission of their Charity and under the Charity's guidance.

Fundraising is distinct from giving donations as it usually includes an exchange with the donor for material benefit and is not tax deductible to the donor. Examples of fundraising activities that Members and Lodges might engage in include selling raffle tickets, selling merchandise, and selling tickets to a ball or dinner.

Charities can issue a tax invoice for tickets or merchandise purchased and a tax-deductible donation receipt for a donation of money.

How to make large donations

Local Community Partnerships

Each Lodge can work with HHP to turn their relationship with their chosen charity into a Local Community Partnership to commit their support over a number of years and get even more funding and support from HHP.

Read about some of our Lodges' current partnerships, find the details in our Local Community Partnership Handbook, or call the HHP Team on 07 3493 6000 to find out more.