



Interplast®

Rotary   
Australia & New Zealand

Interplast & Rotary

# Fundraising Guide

Changing lives together since 1983.

# Contents

<b>Welcome</b>	<b>1</b>
<b>Responsibilities</b>	<b>2</b>
<b>Support for your event</b>	<b>3</b>
<b>Sending funds</b>	<b>4</b>
<b>Supporter logo</b>	<b>5</b>
<b>Inclusive language</b>	<b>6 - 7</b>
<b>Medical terms</b>	<b>8 - 9</b>



## **Interplast Australia & New Zealand**

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# Welcome

## **Thank you for your interest in fundraising for Interplast.**

Fundraising is a fun and fulfilling way for you to make a difference, and raise the awareness of Interplast's important work. Your action and support enables us to achieve our mission: to enhance quality of life through positive health outcomes.

**According to the World Health Organization, of the millions of surgeries performed globally each year, just 6% are performed in the world's least developed countries. Sadly, two billion people have no access to basic surgical care.**

Interplast began in 1983 as a partnership between Rotary and the Royal Australasian College of Surgeons. Since then, we have performed more than 27,000 surgeries, and offered more than 12,000 training opportunities to clinicians in 17 developing nations across the Pacific and Asia regions.

We continue to build on this work by increasing our program reach and continuing to implement our 'twin-track' approach. This means giving patients access to life-changing medical procedures, whilst also building the capacity of local medical staff to provide sustainable health services.

This Rotary Fundraising Guide is designed to provide you, our valued Interplast Champions, with what you need to know about organising a fundraising activity or event for Interplast.

On our website, you will find many resources to support your event, such as brochures, photos, and videos. For additional support, you are welcome to contact me directly.

You can also connect with us and share stories of change on Facebook and Instagram. Just search @interplastanz.

Thank you on behalf of everyone at Interplast, for helping us to continue to change lives across the Asia-Pacific.

Yours sincerely,

**Janette Etherington**

Coordinator - Rotary Engagement

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# Responsibilities

Please be aware of the following responsibilities when organising a fundraising event for Interplast.

## Marketing & communications

- The event will be conducted in the Club or District's name, in an appropriate and responsible way.
- It must be clear in all communications that the Rotarians involved are raising funds on behalf of Interplast as the beneficiary.
- All publicity must state the intended use of the money raised.
- All publicity should only use the logos and photos available from the Interplast website, or from the Coordinator for Rotary Engagement.

## Risk & liability

- Clubs and Districts undertake all fundraising activities at their own risk and are required to secure any necessary permits, insurance or licenses required of them.
- Clubs & Districts should note that they are not covered by Interplast's public liability insurance.

## Cost & finances

- All costs and debts associated with the fundraising activity are the responsibility of the fundraiser.
- All proceeds should be forwarded to Interplast as soon as possible by cheque or EFT.
- Please notify the Coordinator for Rotary Engagement that you are forwarding funds raised, so that we can attribute and receipt your donation correctly.

## Approval

- Please display Interplast's Letter of Authority to Fundraise at your event. The letter is available to download from the Fundraising Resources page on the Interplast website: [interplast.org.au/get-involved/rotary/fundraising-resources/](https://interplast.org.au/get-involved/rotary/fundraising-resources/)
- Interplast does not support door knocking or soliciting donations in public places.
- Interplast reserves the right to withdraw its approval for the fundraising activity should it decide that the organiser is failing to meet the above responsibilities.

# Support for your event

## What we can provide

- Supply of printed resources such as Interplast brochures, banners and posters. Please give us enough notice prior to your event for us to post the material to you.
- Access to photos and videos.
- An Interplast speaker. Interplast medical volunteer speakers may be able to present at larger events, depending on availability.
- Publicity of your event through our social media.
- Tax deductible receipts for individual donors.

- Advice from Interplast staff.
- Certificates of appreciation post-event to acknowledge supporters.
- A staff member may be available to attend your event and accept donations.

## What we cannot provide

- Reimbursement for any expenses incurred in organising your event
- Prizes, auction or raffle items
- Event licenses and permits (these are the responsibilities of the organiser)
- Receipts for raffles or auctions



# Sending funds

## Online

Use our secure credit card facility on our website at [www.interplast.org.au/donate/donate-now](http://www.interplast.org.au/donate/donate-now).

It's simple, instant and you will receive a tax-deductible receipt automatically via email. Please ensure that you use your Club's name as the donor.

## Cheque

### Mail to:

Interplast Australia & New Zealand  
Royal Australasian College of Surgeons  
Building  
250 - 290 Spring Street  
East Melbourne VIC 3002

## Direct deposit (Australia)

**Bank:** Westpac

**Account Name:** Interplast Australia & New Zealand

**BSB:** 033 364

**Account Number:** 36 1633

**Reference:** Your Club's name

## Direct deposit (New Zealand)

**Bank:** Westpac

**Account Name:** RNZWCS Limited

**Account Number:** 03 1702 0192208 01

**Reference:** 404 (Interplast's code number) and your Club's name

To allow for prompt receipting of your donation, we would appreciate if you notified us of your bank transfer; including your contact details and the amount donated.

Please email [contactus@interplast.org.au](mailto:contactus@interplast.org.au) or call the office on 03 7042 5460.

A tax deductible receipt for your donation will be sent to you within 7-10 working days.

# Supporter logo

This logo has been developed for you to show support for Interplast and our work.

Different versions are available for download from the Fundraising Resources page [interplast.org.au/get-involved/rotary/fundraising-resources/](https://interplast.org.au/get-involved/rotary/fundraising-resources/).

## Logo guide

Please follow these guidelines to preserve the appearance and integrity of the supporter logo.

### Do:

- Use the logo as provided by Interplast
- Preserve the original dimensions and colours

- Ensure clear space around the logo
- Ensure the logo is legible.

### Do not:

- Stretch, compress or crop the logo
- Add effects, shapes, outlines or other elements to the logo
- Remove the registration symbol on the primary logo.
- Use the logo on an angle
- Use the logo on busy backgrounds
- Use the logo to cover a person's face.



# Inclusive language

**When talking about Interplast's work, volunteers and partners, it is important to be respectful.**

Our recommendations include:

- Be mindful and considerate of cultural and religious beliefs.
- Use language that centres the resilience of people and focuses on their abilities, knowledge and contributions. This is instead of a deficit approach, which focuses on loss and weaknesses.
- Avoid praising a person with a disability for existing. People with disabilities can do 'inspirational' and 'brave' things, but care should be taken to avoid sensationalising their everyday lives and experiences.
- Only reference personal attributes or characteristics when they are relevant to the story.

For specific phrases and language, please refer to this guide:

Use	Do not	Why
<ul style="list-style-type: none"><li>• Non-profit organisation</li><li>• International development organisation</li></ul>	<ul style="list-style-type: none"><li>• Charity</li></ul>	More descriptive of Interplast's organisation.
<ul style="list-style-type: none"><li>• Developing country</li><li>• Low-resource setting</li></ul>	<ul style="list-style-type: none"><li>• Third world country</li><li>• Poor</li></ul>	Respectful terminology.
<ul style="list-style-type: none"><li>• Strengthen</li><li>• Empower</li><li>• Facilitate</li><li>• Support</li><li>• Build</li><li>• Grow</li><li>• Encourage</li><li>• Enable</li></ul>	<ul style="list-style-type: none"><li>• Help</li><li>• Give</li><li>• Grant</li></ul>	Conveys that Interplast's partners have agency in our programs.



Use	Do not	Why
<ul style="list-style-type: none"> <li>• Person living with disability</li> <li>• People with disability</li> </ul>	<ul style="list-style-type: none"> <li>• The disabled</li> <li>• Is disabled</li> <li>• Invalid</li> <li>• Differently-abled</li> <li>• Handicapped</li> </ul>	Respectful terminology.
<ul style="list-style-type: none"> <li>• Common</li> <li>• Usual</li> <li>• Non-disabled</li> </ul>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>	Avoids the stigma around 'not normal' and the subjectivity of 'normal'.
<ul style="list-style-type: none"> <li>• Patient with cleft lip</li> <li>• Person with an amputation</li> </ul>	<ul style="list-style-type: none"> <li>• Cleft lip patient</li> <li>• Amputee</li> </ul>	Person-first language is usually preferred. Some groups around the world may have different preferences.
<ul style="list-style-type: none"> <li>• Lives with</li> <li>• Has overcome</li> <li>• Survived</li> </ul>	<ul style="list-style-type: none"> <li>• Suffers from</li> <li>• Victim of</li> <li>• Afflicted with</li> </ul>	Respectful terminology.
<ul style="list-style-type: none"> <li>• Unable to</li> <li>• Has difficulty with</li> </ul>	<ul style="list-style-type: none"> <li>• Burden</li> <li>• Incompetent</li> <li>• Defective</li> <li>• Disfigured</li> <li>• Broken</li> <li>• Crippled</li> </ul>	When necessary to talk about the difficulties a person faces, avoid placing 'blame' on the person and their body.
<ul style="list-style-type: none"> <li>• First Nations</li> <li>• Indigenous</li> <li>• Aboriginal and Torres Strait Islander</li> </ul>	<ul style="list-style-type: none"> <li>• Native</li> <li>• Aborigine</li> <li>• ATSI</li> <li>• Our Indigenous</li> </ul>	Respectful terminology. Naming the specific nation, community or language being referred to is preferred.
<ul style="list-style-type: none"> <li>• Older people</li> <li>• Senior people</li> <li>• Seniors</li> </ul>	<ul style="list-style-type: none"> <li>• Old people</li> <li>• Elderly</li> </ul>	Respectful terminology.
<ul style="list-style-type: none"> <li>• Gender neutral job titles</li> <li>• Gender neutral pronouns when gender is unknown</li> </ul>	<ul style="list-style-type: none"> <li>• Job titles that end in '-man' or '-woman'</li> <li>• Assumed pronouns</li> </ul>	Respectful terminology.
<ul style="list-style-type: none"> <li>• The Pacific and Asia</li> <li>• Asia and the Pacific</li> </ul>	<ul style="list-style-type: none"> <li>• The Asia Pacific region</li> </ul>	Consistent language. Avoid combining two diverse and distinct cultural regions.

# Medical terms

Here are some medical terms and procedures that commonly appear in our work.

We encourage using these terms, to accurately describe the hard work of our volunteers and partners and help other Rotarians grow more familiar with their use.

Term	Description
<b>Congenital condition</b>	A medical condition that is present at birth, as a result of either heredity or environmental influences.
<b>Acquired condition</b>	A medical condition that has been acquired during a person's lifetime, such as a burn or injury.
<b>Syndactyly</b>	A congenital condition. A person with syndactyly has been born with two or more fingers or toes fused together.
<b>Polydactyl</b>	A congenital condition. A person with polydactyly has been born with extra fingers or toes.
<b>Cleft Lip and Palate</b>	A congenital condition where the tissues of a person's face have not joined safely during foetal development. This may affect a person's lip and, in more severe cases, the roof of their mouth and upper jaw (palate).
<b>Craniofacial Cleft</b>	A congenital condition where a person's face has not formed safely during foetal development. It can affect a person's mouth, cheeks, eyes, ears and forehead, and all structures like bone, soft tissue, skin, eyes, tongue and teeth can be affected.
<b>Burn Scar Contracture</b>	An acquired condition. The tightening and scarring of the skin after a severe burn. When skin is burned the surrounding skin begins to pull together, which restricts movement.
<b>Keloid Scar</b>	An acquired condition. The formation of a raised scar that grows beyond the original site of injury. They appear as firm, rubbery lesions and in severe cases can affect movement.
<b>Hypertrophic Scar</b>	An acquired condition. The formation of a type of raised scar that grows at the site of a skin injury. These scars do not grow beyond the boundaries of the original wound.

Term	Description
<b>Skin Grafts</b>	A surgical procedure. To take healthy skin from another area of the body (donor site) and attaching it to the injured site to close a wound.
<b>Skin Flap</b>	A surgical procedure. To take healthy skin and tissue that is partly detached, then moved to cover a nearby wound. It remains connected to its original blood supply at one end.
<b>Nerve Graft</b>	A piece of expendable nerve from somewhere in the body can be used as an "extension cord" to elsewhere in the body.
<b>Debridement</b>	A surgical procedure. To clean dead and contaminated tissue from a wound to prevent further infection and promote healing.
<b>Debulking</b>	A surgical procedure. To reduce as much of a tumor as possible.