

Heart Foundation  
**Jump Rope for Heart**



Follow these easy steps to finalise your Jump Rope for Heart program

**Schools who raised funds ONLINE only (through Everyday Hero)**



Let your field officer know via email when you have finished the program.

ACT: jrfh\_act@heartfoundation.org.au NSW: jrfh\_nsw@heartfoundation.org.au NT: jrfh\_nt@heartfoundation.org.au  
QLD: jrfh\_qld@heartfoundation.org.au SA: jrfh\_sa@heartfoundation.org.au TAS: jrfh\_tas@heartfoundation.org.au  
VIC: jrfh\_vic@heartfoundation.org.au WA: jrfh\_wa@heartfoundation.org.au



Now wait for prizes to be delivered. Please allow between 15 to 20 business days for the prizes to arrive. A prize summary report will be included with your prizes to assist you in allocating prizes to students.

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**Schools who raised funds ONLINE (through Everyday Hero) and OFFLINE (sponsorship forms)**



Collect all paper sponsorship forms and funds. Fill out a **summary sheet** and email an excel version of the summary sheet to your state inbox (found above).

Summary Sheets can be found here: ([heartfoundation.org.au/jump-rope-teachers-resources](http://heartfoundation.org.au/jump-rope-teachers-resources))



On the sponsorship forms, if there are cash donors who require a receipt for taxation purposes simply mail the sponsorship forms to:

**Heart Foundation Jump Rope for Heart PO Box 2222, Strawberry Hills, NSW 2012**

*We will send receipts directly to donors. Please check that addresses are completed in full and are legible before sending in.*



Count and send in your funds to the Heart Foundation - see page two for details.

*Note: All online fundraising is processed by the Heart Foundation and will be included in your school's final fundraising amount.*



Once we have received your funds and summary sheet prizes, will be ordered. Please allow between 15 to 20 business days for the prizes to arrive. A prize summary report will be included with your prizes to assist you in allocating prizes to students.



Heart Foundation

# Jump Rope for Heart



How to send your funds to the Heart Foundation

## Electronic Funds Transfer (recommended)

**Account Name:** National Heart Foundation    **Bank:** CBA  
**BSB:** 063-000    **Account Number:** 1233 5523

Description: 6 digit 2018 registration ID number given by your Field Officer

\*If you already have Jump Rope for Heart set up as a creditor from previous years, please be sure to update the reference to the new 2018 registration ID.

## Cheque(s)

Bank all income into your school bank account and make out the cheque to 'Heart Foundation Jump Rope for Heart' for the total amount of offline funds raised. If you have additional cheques from sponsors made out to the Heart Foundation (or Jump Rope Heart) please send these with your main school cheque. Please attach all cheques to a remittance advice stating your 2018 registration ID number and send to:

**Heart Foundation Jump Rope for Heart**  
**PO Box 2222, Strawberry Hills NSW 2012**

\*Please write your 6 digit 2018 registration ID number on the back of any cheques.

## CBA Branch or a Post Office

When depositing funds over the counter at a CBA Branch/Post Office please complete a deposit slip.

**Reference:** 6 digit 2018 registration ID number given by your Field Officer

**Account Name:** National Heart Foundation Fundraising Group Services – JRFH

**BSB:** 063-000    **Account Number:** 1233 5523    **Trancode:** 60

**Bank:** Commonwealth Bank of Australia, 367 Collins Street Melbourne

**Heart Foundation ABN:** 98 008 419 761

## NSW Government Schools Only - Special Payment Request Option

Using the ED Connect payment gateway select "Special Payment Request" and follow the steps.

If you have any issues please call 1300 32 32 32 and press 1

**Jump Rope Vendor number:** 0100306283    **Reference date:** Date of payment

**Reference:** 2018 registration ID number as provided by your Field Officer

**Payment Reason or Description:** JRFH\_School Name