

SCRIPTURE UNION TASMANIA

*Spring*  
**FUNDRAISER**

**HOST YOUR OWN EVENT**

**FUNDRAISER PACK**

SU   
TASMANIA

# WELCOME

Thank you for your interest in looking to host a Spring Fundraiser event in support of the work of SU Tasmania. The more money raised, the more we can provide for our young people through the work of SU Tas. Organising a fundraising event is a great way to raise awareness about the work of SU Tas, show your support and meet new people. It helps connect people to a cause that they really care about and helps make the world a better place. If you are passionate about raising money and support for our important work, we can help you turn your fundraising idea into a reality.

## Your Fundraising Goal:

Having a specific fundraising goal will help you determine the type of fundraising activity and number of donors and/or donations that may be required. Discuss with SU Tasmania what you feel would be a realistic goal that suits your individual circumstances.

This **SU Tas Spring Fundraiser Pack** is designed to assist you in planning your fundraising event or activity. We've included ideas to get you started and information to help ensure your event is a success.

Please read this carefully and then let us know your planned activity before going ahead with the fundraising. Depending on the activity we may be able to assist you in promotion and/or organisation.

Thank you again for being a part of a life changing experience!

# ABOUT SU TAS

Scripture Union (SU) is a worldwide Christian movement which operates in more than 130 countries. We have worked in Tasmania for around fifty years through camps, missions, outdoor programs, resources and school chaplaincy services.

## We seek to:

- help young people and families to grow and nurture spiritually healthy lives; enabling them to develop resilience, build healthy relationships and be equipped to make positive life choices\*
- give young Tasmanians and their families ongoing opportunities to explore the Bible and Christian faith, appropriate to the situation and context.

As a non-profit organisation SU Tasmania relies on the generous support of our supporters, volunteers and fundraisers to sustain our work. Your partnership through prayer, giving and engagement will help us to grow the work we do, bringing hope to a young generation of Tasmanians. For more information, please contact:

**SU Tasmania**, 23 Clarence Street, Bellerive, TAS 7018

(03) 6244 8422 | enquiries@sutas.org.au | www.sutas.org.au



# 8 STEPS TO PLAN YOUR FUNDRAISING EVENT

1

## CHOOSE YOUR FUNDRAISING ACTIVITY OR EVENT

Choose your fundraising event. Check out our 'fundraising ideas' (page 5) for some great suggestions. Try also Googling 'fundraising ideas' for more inspiration.

Fundraising events are a great way to bring your family, friends and workmates together to have fun as well as make a difference for SU. Because organising an event can sometimes require a number of facets such as invitations, venue, food requirements, and more, give yourself as much time as possible to plan your event.

2

## READ THE GUIDELINES AND LET US KNOW YOUR PLANS

Read our fundraising guidelines on the following pages for some important information and to help you plan. If you're interested in a fundraising activity, please let us know what you might like to do so we can help give you all the support you might need.

3

## PROMOTE YOUR ACTIVITY OR EVENT

Use traditional and social media channels to publicise your event. There are a range of items that may be available from SU Tas to help you promote your event including forms and poster templates, so let us know what you might need. Make sure you give yourself enough time to advertise your activity or event.

4

## FIND ATTENDEES

Finding attendees is easier than you think. Here are some handy hints to find people who will may like to support the work of SU Tas:

- Ask your family, friends and neighbours.
- Ask your work colleagues.
- Ask your sporting and social networks.

You could use some of the supporting materials to invite people to your event.

5

## PLAN YOUR EVENT PROGRAM

Think about what you want to include. There are some resources on the Spring Fundraiser page to help.

6

## RAISE YOUR FUNDS

Hold your fundraising activity — make sure you have fun!

7

## RETURN ALL THE FUNDS RAISED TO SU TAS

Once your event has taken place, please return all funds raised to SU Tas.

8

## THANK YOUR ATTENDEES

Make sure you thank anyone who supported you. A short email or a quick phone call will make people who attended feel appreciated.

# SPRING FUNDRAISER EVENT IDEAS

There are a multitude of ways you can fundraise. You are only limited by your imagination and desire to succeed. Be creative and remember – you can choose more than one!

## IDEAS

These activities usually require a team:

- Afternoon or morning tea, picnic, dinner or progressive dinner
- Sausage sizzle
- Movie or trivia/quiz night
- Cake or pancake stall / event
- Car wash or dog wash
- Cooking or baking competition
- Creative fundraising event: facepainting, sketching, photography
- Book sale, garage sale, plant sale or car boot sale
- Talent quest, theatre or karaoke event
- Murder Mystery, themed night, 80s night, dress-up night
- Community dance, line dancing, bush dancing
- Sporting event, bush walk or obstacle course
- Auction of items from local businesses

## YOUR RESPONSIBILITIES

By agreeing to hold a fundraising activity or event you will be responsible for managing the event in an appropriate and responsible way. We are keen to help you ensure the success of your event or activity, however due to our very limited resources, there are some things for which you will be responsible. This includes:

- Staffing to help organise your activity or event
- Administering ticket sales
- Ensuring the event or activity is safe
- General activity/event management
- Sourcing sponsors, prizes or other items for your fundraising activities
- Applying for permits, licences or insurances.



# GUIDELINES

**Budget:** consider all the possible expenses and whether you can reduce costs through donated items. Work out expected income.

**Cash collection:** please ensure any cash that is handled is kept securely. There may be other payment alternatives to cash for your desired activity (eg. credit card, online payments), so please contact SU Tasmania to find out more.

**Children:** persons under the age of 18 must have parental consent and adult supervision when undertaking a fundraising event.

**Expenses:** all fundraising activities must be self-funding. SU Tas will not be held liable for any losses or expenses incurred, by you, under any circumstances.

**Insurance:** some types of fundraising activities and events may require public liability insurance, depending on factors such as venue and degree of risk. When notifying us of your intended activity, we will advise you if this is something that might be required and whether SU could assist you in covering for this activity/event.

**Promotional material/logo:** please contact SU Tas if you're interested in promotional items you could use for your event. There are a number of items already prepared for your event on the Spring Fundraiser page. However, if you intend to develop other promotions with the SU Tas name and logo, we must approve all materials prior to printing and circulation.

Be aware that there is a correct way to use our name in association with your fundraiser. Examples of the acceptable use of our name include:

- 'Proudly supporting SU Tasmania';
- 'Sausage sizzle, with proceeds to SU Tasmania'; and
- 'Funds raised from this movie night will be donated to SU Tasmania.'

**Receipting donations:** some activities may make tax-deductible donations possible. We will advise you if this is the case and how donations will be receipted to donors.

**Sponsorship:** make a list of all the individuals, groups, churches or businesses that you think may support your fundraising activity and contact them by phone or in person. The more personalised the request the more likely you will succeed. You may get some 'no's' but don't take rejection personally. Once you receive a donation, don't forget to say thank you!

