



**SCHOOLS
FUNDRAISING
KIT**

SHARE

SHARE



SHARE Community Appeal

www.shareappeal.org.au

SHARE

SCHOOL FUNDRAISING

Welcome...

Thank you for your interest in fundraising in your school on behalf of the SHARE Community Appeal. Fundraising is vital to the success of many charities and community programs supporting people who need help for a variety of reasons. It is thanks to people like you that people in need can receive the assistance they need to live a healthy life and it is a selfless and humble way to give back to the local community. Fundraising for the SHARE Community Appeal in your school is an opportunity to have some fun while raising money for those less fortunate.

This schools fundraising kit was put together by the SHARE Community Appeal to help you plan and organise fundraising events in your school. We are certain that you will have a great time fundraising in your school and we will be there to help every step of the way.

Did you know

The SHARE Community Appeal supports some of the most disadvantaged and vulnerable people in our communities and in 2011 distributed over \$927,000 in grants to UnitingCare agencies and other community service groups to help people in crisis.



Find us...



www.shareappeal.org.au

About Us

There are several phone numbers that assist people with urgent physical needs—Triple Zero being the obvious one. Then there are the helplines that help with an emotional crisis—and they do a great job of talking to people during an acute time of suffering and giving them resources to help them in their recovery. But what if you needed a help line to come and help you 'do life'. To come and help you out of a situation you may have found yourself in? What if talking to someone on the phone wasn't enough and that when you hung up you felt a sense of loneliness and despair again. Like taking that first step was too overwhelming. What if what you really needed was a human life-line—someone to help lift the burden, and help you make steps towards creating a fruitful and sustainable future?

One of the main goals of SHARE is to 'respond to urgent human need'—and that is essentially what we do. While some charities assist a certain demographic of society, and certain needs, our ears and hearts are open, indiscriminately to whoever is in need, regardless of what that need may be and we do our best to meet each request using various resources. These resources are distributed through community grants, disaster appeals, CommunityCARE programs, events, and where our services don't specifically meet the need at hand—we earmark donations to enable the help of 275 partner charity organisations. We are committed to supporting a range of essential services as well as needs emerging in times of crisis.

Our Vision is for a world of
JUSTICE, EQUITY and
PARTICIPATION for all people.
SHARE our vision

SHARE

This Fundraising Kit Contains

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Did You Know

The SHARE Community Appeal funds programs like painting workshop's for the women of Winja Ulupna alcohol/drug recovery house.

I like art, it brings me peace and keeps my mind occupied...I really enjoy it"
-Group Member

Fundraising Steps

Step 1 Decide what type of fundraising event you would like to organise and determine what is required to host the activity, ensure you ask your teacher for permission first.

Step 2 Sign up to be a SHARE Youth Ambassador by completing the registration form included in this kit and email us with your event details.

Step 3 We will contact you to confirm your details.

Step 4 Get ready to fundraise. Make sure you ask us for any assistance you may need.

Step 5 Within 30 days of your event give the funds raised, the Fundraiser Results form and the Donor Receipt form to your Chaplain who will arrange for it to be forwarded to us.

Step 6 We will acknowledge your fundraising achievements and send you a certificate of appreciation



How we can help

Once you have applied as a SHARE youth ambassador and registered your event, there are a number of ways that we can help you such as...

- Materials and promotional resources such as flyers, signage, collection tins, donation boxes
- Tax deductible receipts for donations from individuals
- Create your own free online fundraising page www.shareschoolfundraising.gofundraise.com.au
- Online banners to put on your website
- Assistance in organising and/or marketing your event

And anything else you may need assistance with

Here are some fundraising Ideas:

- Host a themed or casual dress day at your school for a gold coin donation
- Host a trivia event that guests must purchase tickets for
- Host a battle of the bands event for students to compete, and other students must purchase a ticket to watch
- Organise a sausage sizzle
- Run a guessing competition such as how many lollies in a jar or guess teachers from their baby photos





Name and logo policy

The use of the SHARE Community Appeal name and logo cannot be used in any way without permission from SHARE. If you wish to use any branded items in your fundraising event, please discuss this with us to ensure they are within the branding guidelines.

When naming your event, please note that our organisation's name is not to be used as part of the event name as this would indicate that the event is being hosted by the SHARE Community Appeal. However, we encourage the use of our name to indicate that the funds will support our organisation. For Example:

Free Dress Day, proudly supporting the SHARE Community Appeal

Instead of

SHARE Community Appeal Free Dress Day

Please make sure you do not use our name in any way that might reduce respect for our brand or create any confusion in the mind of the public between your fundraising event and the SHARE Appeal.

Organisers must not manufacture, sell or licence any goods bearing the logo of the SHARE Community Appeal.

Please notify the SHARE Community Appeal if any media activity occurs in relation to your fundraising event.

The boring but important stuff

It is your responsibility as the organiser to understand and follow the terms and conditions below.

- The fundraising event should only occur once the SHARE ambassador fundraising form has been submitted and recognized by a SHARE team member.
- All fundraising activities and promotions must be within the school grounds and under the supervision of an appropriate teacher.
- The event is held in the Schools name although we will provide support.
- The organiser is responsible for ensuring the safety of others therefore first aid services may be required
- Organisers must follow SHARE's name and logo policy. They must contact SHARE if they wish to use our name, photos or logo on any communication.
- The organiser must arrange with their school chaplain to send in all money raised along with the fundraiser results form and donor receipt form within 30 days after the event (ensure you keep a copy of these forms).
- The organiser is responsible for all the costs involved in running the event, and may take only the costs they personally spent out of the money raised.



SHARE Youth Ambassador fundraising registration form

Please complete the following registration form and return it to SHARE Community Appeal, PO Box 24154, Melbourne VIC 3001 or fax (03) 9251 5491 or online www.shareappeal.org.au before your fundraising event

Personal Details

Contact Person _____

Group/School Name _____

Teachers Name _____

Mailing Address _____

Phone _____ Mobile _____

Email _____

Event Details

Name of event _____

Date of event _____ Time frame of event _____

Please give details of planned fundraising activities

Do you require any assistance from SHARE for your event at this stage? Please explain

I have read and agree to the **terms and conditions** of running a fundraising event and I understand my responsibility in running a fundraising event for SHARE Community Appeal

I wish to receive the SHARE Community Appeal Newsletter and updates

Please tick if you do NOT want details about your event to be published on the SHARE website

Your Signature _____ Date _____

Teachers Signature _____ Date _____

Fundraiser Results Form

This form is to be completed once your fundraising event is complete and returned to SHARE Community Appeal through your chaplain along with the donations raised and the donor receipt form.

Personal & Event Details

Name of Organiser _____

Group/School Name _____

Name of Event _____

Group/School Name _____ Date of event _____

Mailing Address _____

Phone _____ Mobile _____ Email _____

Please specify how your fundraising event went:

What was most successful about your event?

What could be improved?

Would you hold another fundraising event for SHARE in the future? If no, please tell us why

Money Raised

Total funds raised: \$ _____ Deductions of expenses: \$ _____

Proceeds to be sent to SHARE: \$ _____

Expenses Incurred

| Date | Description of purchase | \$ Amount |
|------|-------------------------|-----------|
| | | |
| | | |
| | | |
| | | |
| | | |

Total Expenses \$ _____

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