



Building an inclusive society can lead you to places you never thought possible!

A GUIDE ON HOW TO FUNDRAISE FOR NORTHCOTT DISABILITY SERVICES



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FUNDRAISING FOR NORTHCOTT DISABILITY SERVICES



Thank you for choosing to support Northcott Disability Services by holding a fundraising activity to assist us in raising much-needed funds.

Northcott is one of the state's leading service providers for people with a broad range of disabilities, supporting 10,000 children and adults with disabilities, their families and carers across NSW and the ACT.

Northcott supports people with disabilities to reach their full potential by offering a range of quality services which promote a genuinely inclusive society. For some people with rare or lesser known disabilities, Northcott is the only provider of appropriate support and services.

We rely on people like you for support. As an independent not-for-profit organisation, Northcott relies on the generosity of individuals, organisations and community groups to continue to provide services to people with disabilities, particularly in programs where no government or limited support is available.

This year we need to raise over \$3 million. It is a huge task and we need your support. No matter how big or small your fundraising activity is, I am grateful for your support and I want to express a sincere thank you for all your efforts.

Best of luck,

Kerry Stubbs
Chief Executive Officer
Northcott Disability Services



TALK

If you are thinking of holding a fundraising activity for Northcott, contact Northcott's Community Fundraising Coordinator on (02) 9890 0954 or email communityfundraising@northcott.com.au and have a chat about your ideas and plans.



WRITE

Fill in the forms included at the back of this guide and send it back to Northcott's Community Fundraising Coordinator for your endorsement.



REVIEW

Northcott's Community Fundraising Coordinator will review your application and send you a copy of Northcott's fundraising guidelines. It is important to make sure you read it carefully. It outlines your responsibilities as a fundraiser for Northcott. Once approved you will be provided with a formal Authority to Fundraise Certificate, which allows your supporters to know your event is legitimate.



ORGANISE

Upon receiving your Authority To Fundraise, you can then work with the Community Fundraising Coordinator to make your event fun and enjoyable.



ACHIEVE

Host your event, have some fun and bank the funds into Northcott's account. The money you raise will go towards Northcott's services, some of which don't receive any government funding.



CELEBRATE

Reward and recognize your supporters. If you have pictures and stories from your event, send them to Northcott's Community Fundraising Coordinator so Northcott can spread the word of your success.

THE PROCESS AT A GLANCE



Covers the cost of presentation ribbons for children who participate in Northcott's unique sports carnivals

FABULOUS FUNDRAISING IDEAS

Community Fundraising events and activities can be fun and rewarding, with just a bit of inspiration from some of our ideas below, you can help us to raise money and support people with a disability.



A

- Animal Theme Party
- Auction

B

- BBQ's
- Bike-a-thon

C

- Cake Stall
- Crazy Day

D

- Disco
- Diva Night

E

- Easter Hat Parade
- Egg & Spoon Race

F

- Face Painting
- Fancy Friday

G

- Games Night
- Garage Sale

H

- Hawaiian Shirt / Theme Party
- Hug-a-thon

I

- Iceskating Party
- Indy Car Function

J

- Jocks and Nerds Dress Up
- Jog to Work Day

K

- Karaoke
- Kosciusko Walk

L

- Ladies Day
- Lunch

M

- Movies Night
- Muffi Day

N

- Night Out
- Northcott Day

O

- Office Party
- Orange and Blue Day

P

- Pay Roll Giving
- Play Station Playoff

Q

- Queens Lunch
- Quiz Competition Night

R

- Race Day
- Raffle

S

- Sausage Sizzle
- Swear Jar

T

- Tacky Day
- Trivia Night

U

- Uniform Day
- Ute Show

V

- Valentines Day
- Vintage Sale

W

- Whinging Jar
- Wii Playoff

X

- X-Box Play Off
- Xtreme Party

Y

- Yachting Day
- Yum Cha

Z

- Zesty Drink Night
- Zoolander Party



Pays for art and craft materials for the children who use Northcott's Early Childhood Support Service

HANDY HINTS

Organising and planning a successful fundraising event or activity requires a lot of hard work and effort. To make it a bit easier, here are some handy hints.

GET ORGANISED

The first steps in organising and planning a successful fundraising event or activity is deciding what sort of event or activity that you would like to do. The next step is gathering some helpers and picking a date and setting an event budget, which includes the amount of money you hope to raise and your expenses.

PUBLICITY

Publicising your event is very important, it lets people know what your event is all about and motivates people to get involved. Northcott's Marketing, Communications and Media team and the Community Fundraising Coordinator can assist you with publicising your event. We will assist by placing your event or activity on Northcott's website and assisting you with local media. As with any media coverage, there is no guarantee that your event will gain media coverage, but we are happy to do what we can!

MINIMISE THE EXPENSES

To keep the cost of your event down, the best idea is to get an event sponsor. You can approach local companies and your networks to assist you by providing items for prizes, goods or services. Sponsors will want some recognition of their support so it is important to think about what you can offer them in return for their support; for example, including logos on promotional material for your event. The Community Fundraising Coordinator can assist you by providing a sponsorship letter template.

MAKE THE MOST OF TECHNOLOGY

The internet is the fastest and easiest way to get your event noticed by as many people as possible, plus it's free! Make the most of internet, emails, online fundraising pages such as Everyday Hero and social networking sites such as Facebook. You could also simply send your event details to the contacts who you think would be interested and get them to pass it to their friends, before you know it - everyone is going!

HERE IS A BASIC EVENT CHECKLIST

- Set a fundraising target (with a realistic budget).
- Don't be afraid to ask for venues, prizes and services to be donated. You may be surprised how generous people are!
- Create a plan on how you are going to reach your target and give everyone in your working group a copy so you can all stay inspired and aligned with your ultimate goal.
- Arrange any necessary permits or insurance to make sure everyone is covered.
- Publicise and promote your fundraising activity. Don't forget to use Facebook.
- Assess any potential risks associated with your fundraising activity and create a plan as to what you will do if these happen to occur.



Purchases early learning and therapy toys for children with autism

Hosting a Community Fundraising event is all about having fun and assisting Northcott. You must also remember it is a Northcott sanctioned activity that needs to be undertaken in a transparent and ethical way.



THE SERIOUS STUFF - LEGAL MUMBO JUMBO

SOME KEY THINGS TO BE AWARE OF:

- Northcott Disability Services, like all charities – needs to adhere to the 40/60 rule which states that to raise \$1.00 a charity should not spend more than \$0.40.
- Be aware that no event endorsed by Northcott can be used to make money for yourself, or any other charitable organisation.
- Because you are raising money to benefit Northcott, you may request use of our name and logo so that people will know which charity they are supporting. Northcott's Community Fundraising Coordinator can assist with this. If you produce marketing materials using our name and logo, you must send us a copy for prior approval before sending out any invites or information.
- You can use Northcott's name while promoting your event, but it cannot be used as part of your event's name. This is because it is not Northcott's event, rather an activity organised to support Northcott. An example of what is ok is: "proudly supporting Northcott Disability Services".
- Anyone running a fundraising event needs to consider licences, permits, local council approvals and insurance. We can give you help and advice on this.
- Insurance - you might need to cover your event, either for public liability, the venue, or any other aspects specific to your fundraiser. **Northcott does not provide insurance cover. For more information on this consult with your venue.**

- Northcott does not allow door to door, street or telephone collections as part of our fundraising activity.
- People aged under 16 must have an adult present when collecting donations.

If you think you may not meet some of these responsibilities, we reserve the right to withdraw your authority to organise an activity at any time.

If you have any questions about fundraising please contact Northcott's Community Fundraising Coordinator on (02) 9890 0954 or email communityfundraising@northcott.com.au

For more information about the fundraising regulations in your State you may like to refer to the Office of Liquor Gaming and Racing website: www.olgr.nsw.gov.au.

PLEASE NOTE: Northcott is grateful for all efforts made to support our clients and services. However, due to limited resources, Northcott is unable to commit to having staff represent Northcott at all events. When requested, we will do our very best to support your efforts. We wish you all the best with your event!

MAKING THINGS EASIER FOR YOU

Within two weeks of the conclusion of your event, any monies raised must be forwarded to Northcott. Please be sure to include your accounts showing details of your expenses, plus a total of funds raised at the event. See **Fundraising Activity Results Summary** form on page 15.

YOU CAN BANK FUNDS FOR NORTHCOTT IN THE FOLLOWING WAYS:

- **Direct deposit** - BSB 012-055
Account No. 8357-95665

Please quote your event name when asked for Agent ID. Be sure to mail the deposit slip butt and details (retaining a copy for your own records) to Northcott's Head Office.

- **Cheque** - (made payable to Northcott Society) with an accompanying note with your event name and mail to:
The Community Fundraising Coordinator
Northcott Disability Services
1 Fennell Street
North Parramatta NSW 2151
- **Credit card** - payments can be made online at www.northcott.com.au or by telephoning Northcott's Head Office on (02) 9890 0100
- **Internet banking** - so we can identify your payment, ensure to quote your event name in the reference section.



\$20

Goes towards enabling one child to participate in a sports carnival with other young people with similar abilities



NORTHCOTT LOCATIONS

THE NORTHCOTT BUILDING (CENTRAL OFFICE)

1 Fennell Street
North Parramatta NSW 2151
PO Box 4055
Parramatta NSW 2124
Ph: (02) 9890 0100
Fax: (02) 9683 2827
Toll Free: 1800 506 071
Email: nc@northcott.com.au
Web: www.northcott.com.au

HUNTER (NEWCASTLE)

13 Valencia Street
Mayfield NSW 2304
Ph: (02) 4935 0400
Fax: (02) 4935 0499
Email: newcastle@northcott.com.au

ILLAWARRA (OAK FLATS)

48 Central Avenue
Oak Flats NSW 2529
Ph: (02) 4256 7600
Fax: (02) 4256 7699
Email: illawarra@northcott.com.au

INNER WEST (LIVERPOOL)

Casula Central
Suite 6, Building 18
633 Hume Highway
Casula NSW 2170
Ph: (02) 8778 2300
Fax: (02) 8778 2399
Email: liverpool@northcott.com.au

MACARTHUR (CAMPBELLTOWN)

3 Chamberlain Street
Campbelltown NSW 2560
Ph: (02) 4625 1061
Fax: (02) 4625 6389
Email: campbelltown@northcott.com.au

NEPEAN (PENRITH)

9/28 Coombes Drive
Penrith NSW 2751
Ph: (02) 4720 4400
Fax: (02) 4722 8028
Email: penrith@northcott.com.au

NEW ENGLAND (TAMWORTH)

147 Goonoo Goonoo Road
Tamworth NSW 2340
Ph: (02) 6762 4902
Fax: (02) 6762 5065
Email: tamworth@northcott.com.au

NEW ENGLAND (MOREE)

Suite 8, Criterion Centre
147 Balo Street
Moree NSW 2400
Ph: (02) 6752 6953
Fax: (02) 6752 6921
Email: moree@northcott.com.au

NORTHERN NSW (BALLINA)

Suite 1 D, 99 Tamar Street
Ballina NSW 2478
Ph: (02) 6620 6600
Fax: (02) 6686 5891
Email: ballina@northcott.com.au



NORTHERN NSW (COFFS HARBOUR)

31 Bonville Street
Coffs Harbour NSW 2450
Ph: (02) 6651 2366
Fax: (02) 6652 7301
Email: coffs@northcott.com.au

NORTHERN SYDNEY (HORNSBY)

Suite 3, Level 5, 20 George Street
Hornsby NSW 1635
Ph: (02) 9472 5200
Fax: (02) 9482 9177
Email: hornsbys.admin@northcott.com.au

RIVERINA/MURRAY (WAGGA WAGGA)

124 Peter Street
Wagga Wagga NSW 2650
Ph: (02) 6921 1996
Fax: (02) 6921 8451
Email: wagga@northcott.com.au

SOUTHERN NSW (QUEANBEYAN)

Suite 16, Lawrence House
142-144 Monaro Street
Queanbeyan NSW 2620
Ph: (02) 6297 6899
Fax: (02) 6297 7855
Email: queanbeyan@northcott.com.au

WESTERN NSW (DUBBO)

6 Quinn Street
Dubbo NSW 2830
Ph: (02) 6882 1099
Fax: (02) 6884 874
Email: dubbo@northcott.com.au

WHAT'S THE NEXT STEP?



\$50

Goes towards increasing Northcott's loan pool for children's equipment

FIRST

- Contact Northcott's Community Fundraising Coordinator for event approval on (02) 9890 0954 or email communityfundraising@northcott.com.au and get a Fundraising Supporter's kit, or
- Fill in the **Fundraising Activity Registration Form** (included at the back of this manual)
Post it back to: Carol Hanna, Northcott Disability Services, PO Box 4055, Parramatta NSW 2124

SECOND

- Receive Letter of Authority, (this means your event is approved)
- Pick a date
- Organise the event
- Obtain promotional materials
- Hold your event

THIRD

- Fill in the **Fundraising Activity Results Summary** and **Donor Receipt Form** (included at the back of this manual). Post it back to:
Carol Hanna, Northcott Disability Services,
PO Box 4055, Parramatta NSW 2124

FUNDRAISING ACTIVITY REGISTRATION FORM

BEFORE YOU START ORGANISING YOUR FUNDRAISING ACTIVITY, YOU NEED TO COMPLETE & RETURN THIS FUNDRAISING ACTIVITY REGISTRATION FORM TO NORTHCOTT DISABILITY SERVICES TO OBTAIN OUR GO-AHEAD TO PROCEED. WE WILL THEN ISSUE YOU A LETTER OF AUTHORITY TO SHOW THAT YOUR ACTIVITY HAS BEEN AUTHORISED BY NORTHCOTT.

FUNDRAISER CONTACT DETAILS

Title: _____ Full Name of Fundraiser: _____

Name of community group represented (if any):

Relationship to community group represented:

Fundraiser's Street Address: _____

Suburb: _____

State: _____ P/Code: _____

Contact phone No (daytime): _____

Mobile: _____

Email: _____

Do you have any current or previous criminal convictions? Yes / No

If yes, please provide further details: _____

DETAILS OF PROPOSED FUNDRAISING ACTIVITY

Proposed name of activity: _____

Brief Description of fundraising activity: _____

Proposed date of activity: _____

Venue to be used: _____

Venue address: _____

How will funds be raised from this activity?: _____

Are any other charities/not for profit organisations to benefit also from this fundraising activity (and if so, please list)?: _____

Why did you choose Northcott as the beneficiary of your activity?: _____

How did you hear about Northcott? _____

EVENT BUDGET*

Total estimated income that will be generated:

\$ _____

Total estimated costs: \$ _____

Details of expenditure anticipated (advertising, hire of equipment etc): _____

Estimated net revenue to be donated to Northcott Disability Services: \$ _____

Any other budget comments you would like to make?

***NOTE:** Please estimate your event costs and income and ensure that any expenses incurred are reimbursed to you directly from the total revenue generated. These must be fully documented via receipts and be fair and reasonable. Total expenses should be less than 40% of total income raised.

FUNDRAISING ACTIVITY REGISTRATION FORM (...cont'd)

MATERIALS REQUIRED FROM NORTHCOTT

Northcott would be happy to provide promotional materials to assist with your activity, subject to availability. Please indicate which materials you think you might need and approximate quantities (where applicable) below:

Donation Collection _____
containers:

Northcott information _____
brochures:

Posters/Display materials: _____

NOTE: You agree to release Northcott to the fullest extent permissible under law for all claims and demands of any kind associated with the activity, and indemnify Northcott for all liability or costs that may arise in respect to any damage, loss or injury occurring to any person in any way associated with the activity caused by your breach of these responsibilities or negligence.

AUTHORISATION

I, _____

(fundraiser's full name) have read, fully understand and agree to comply with the terms and conditions of community fundraising for Northcott Disability Services as outlined in the Northcott Disability Services Community Fundraising Kit. I agree to act in a professional manner in conducting the fundraising activity and uphold the integrity and values of the organisation. I also accept my obligation to remit the funds raised to Northcott Disability Services within 14 days of the event conclusion.

NOTE: if you are under 18 years of age please have a parent, guardian or teacher sign this form on your behalf.

Your signature: _____

Date: _____

If signed by a person other than the organiser,
please provide your name: _____

Relationship to fundraiser: _____

Contact phone no (daytime): _____

Is there any other information not provided already
that you would like to include here? _____

PLEASE RETURN COMPLETED FORM TO:

Email: communityfundraising@northcott.com.au

Mail: Northcott Disability Services
Community Fundraising
PO Box 4055
Parramatta NSW 2124

Fax: 02 9683 2827

Attention: Community Fundraising, Carol Hanna

DISCLAIMER: Northcott Disability Services reserves its right to withdraw its support for the fundraising activity/event at any time if it appears that there is a likelihood of the organiser failing to adhere to any of its responsibilities. Your privacy is our priority. Your details are confidential and will not be disclosed to any other organisation.

FUNDRAISING ACTIVITY RESULTS SUMMARY

THIS FORM IS TO BE COMPLETED ONCE YOUR FUNDRAISING ACTIVITY IS COMPLETE

Name of activity: _____ Date held: _____

(Full) Name of fundraiser: _____

Street Address: _____

Suburb: _____ State: _____ P/Code: _____

Contact phone No (daytime): _____ Mobile: _____

Email: _____

Your Signature: _____

Please check that the following items are submitted together with this form

- Funds collected (please do not send cash by mail)
- Completed Donor Receipt Form on the next page (if receipts required).
- Receipts can only be issued to the value of the funds submitted

***NOTE:** Expenses must not exceed 40% of funds raised

Please return funds via CHEQUE or MONEY ORDER made out to Northcott Disability Services. Send completed form and funds to:

Northcott Disability Services
Community Fundraising
PO Box 4055
Parramatta NSW 2124

EXPENSES INCURRED

Date	Supplier Paid	Description of Purchase	Amount \$
Total Expenses			\$

The total (gross) income generated by the activity was:

\$ _____

And I have deducted expenses (as shown below) of:

\$* _____

Therefore, I have enclosed the total net proceeds of:

\$ _____



Phone: (02) 9890 0954
Email: communityfundraising@northcott.com.au
Website: www.northcott.com.au
Postal: PO Box 4055,
Parramatta NSW 2124

www.northcott.com.au