

Join us to unleash potential!

A guide on how to Fundraise for Northcott



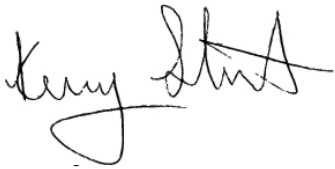
Thank you

Thank you for choosing to support Northcott by holding a fundraising activity to assist in our efforts to raise much-needed funds.

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

This year we need to raise over \$5 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,

A handwritten signature in black ink, appearing to read 'Kerry Sturt', with a stylized, flowing script.

Chief Executive Officer
Northcott

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Fundraising for Northcott

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW and the ACT and have more than 85 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ more than 1000 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed staff crew who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

Northcott's diverse range of service offerings and strong community partnerships gives customers easy access to the supports they need or want through a single gateway from our many locations.

What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers, they are unique individuals. We will personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.



The process at a glance



TALK

If you are thinking of holding a fundraising activity for Northcott, contact Northcott's Community Partnerships Officer on (02) 9890 0131 or email communityfundraising@northcott.com.au and have a chat about your ideas and plans.



WRITE

Complete the forms included on pages 11-12 and send it to Northcott's Community Partnerships Officer for endorsement of your event.



REVIEW

Northcott's Community Partnerships Officer will review your application and send you a copy of Northcott's fundraising guidelines. It is important to make sure you read them carefully. It outlines your responsibilities as a fundraiser for Northcott.

Once approved, you will be given a formal Authority to Fundraise Certificate, which ensures your supporters know your event is legitimate.



ORGANISE

Upon receiving your Authority to Fundraise Certificate, you can proceed to collaborate with the Community Partnerships Officer to make your event fun and enjoyable and successful.



ACHIEVE

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



CELEBRATE

Reward and recognise your supporters. If you have pictures and stories from your event share them on social media, and tag Northcott on Facebook using @northcott and Twitter @northcott_ds, to spread the word of your success.

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 join us to raise money to realise potential in people with 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
- Harry Potter Party

I

- Iceskating Party
- Indy Car Function

J

- Jocks and Nerds Dress Up
- Jog to Work Day

K

- Karaoke
- Kosciuszko Walk

L

- Ladies Day
- Lunch

M

- Movies Night
- Mufti 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
- Work Place Morning Tea

X

- X-Box Play Off
- Xtreme Party

Y

- Yachting Day
- Yum Cha

Z

- Zesty Drink Night
- Zoolander Party

Handy hints

Organising and planning a successful fundraising event or activity requires a lot of hard work and effort. Here are some helpful hints and things to remember!

Get organised

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

Reduce risk and cover yourself

Identify and assess any potential risks associated with your fundraising activity and create a plan outlining what you will do if these occur. Make sure to arrange any necessary permits or insurance to make sure everyone is covered.

Minimise the expenses

The easiest way to keep the costs of your event to a minimum is to get an event sponsor. Don't be afraid to ask for venues, prizes and services to be donated. You will be surprised how generous people are! You can approach local companies and your personal networks to provide items for prizes, goods or services for your activity. Sponsors will want some recognition of their support, so it is important to think about what you can offer them in return for their donations. Examples could be including logos on your event promotional material, thanking sponsors at the event or allowing them to give promotional items away in a 'goodie' bag. The Community Partnerships Officer can provide a sponsorship letter template for you to use.

Publicity

Publicising your event is very important. It lets people know the details of your event and motivates people to get involved. Northcott encourage you to publicise the event using personal social media and your network of friends. Use emails, online fundraising pages such as Everyday Hero and social networking sites such as Facebook and Twitter. They are all free! You can also simply send your event details to people who you think would be interested and get them to pass it to their friends and family. Before you know it - everyone will be going!



The serious stuff - legal regulations

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

Some key things to be aware of:

- Northcott, like all charities – must adhere to the 50/50 Rule which states that to raise \$1.00, a charity should not spend more than \$0.50, but less is better.
- No event endorsed by Northcott can be used to make money for yourself, or any other individual.
- Because you are raising money to benefit Northcott, you may request use of our name and logo so that people know which charity they are supporting. Northcott's Community Partnerships Officer can provide you with these. If you produce marketing materials using our name and logo, you must send us a copy for 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 but is an activity organised to support Northcott. An example of what is ok to say is: "proudly supporting Northcott".
- Anyone coordinating a fundraising event needs to consider licences, permits, local council approvals and insurance.
- Insurance - you might need to cover your event, either for public liability, damage to the venue, or any other aspects specific to your fundraiser. Northcott does not provide insurance cover.
- Northcott does not allow door to door, street or telephone collections as part of any fundraising activity.
- In circumstances where donations are being solicited with prior consent, for example a school fete or pre-approved event, persons aged under 16 must have an adult present when collecting donations.
- Tax deductible receipts cannot be issued if goods or services are received in return for a donation (ie. the purchase of event tickets or auction items).

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**. If you think you may not meet some of these responsibilities or you have any questions about fundraising, please contact Northcott's Community Partnerships Officer on **(02) 9890 0131** or email **communityfundraising@northcott.com.au**. We reserve the right to withdraw your authority to organise an activity at any time.

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 13.

You can bank funds for northcott in the following ways:

Direct deposit/Internet transfers

Commonwealth Bank

Account Name: The Northcott Society

BSB 062-223

Account No. 11233745

So we can identify your payment, ensure to quote your event name or business name in the reference section. Be sure to mail the deposit slip butt and details (retaining a copy for your own records) to Northcott's address below.

Cheque

Make cheques payable to the Northcott Society with an accompanying note with your event name and mail to:

Community Partnerships Officer
Northcott
Reply Paid 4055
Parramatta NSW 2124

Credit card

Payments can be made online at
www.northcott.com.au or by telephoning
Northcott's Parramatta Office on (02) 9890 0131



What's the next step?

1 FIRST

Contact Northcott's Community Partnerships Officer for event approval on (02) 9890 0131 or email communityfundraising@northcott.com.au and get a Fundraising Supporter's guide, or complete the Fundraising Activity Registration Form included on pages 11-12 and mail it to:

Community Partnerships Officer
Northcott
Reply Paid 4055
Parramatta NSW 2124

2 SECOND

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

3 THIRD

Complete the Fundraising Activity Results Summary and Donor Receipt Form (included on pages 13 and 15). Mail it to:

Community Partnerships Officer
Northcott
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 to obtain our go-ahead to proceed. We will then issue you a Authority to Fundraise Certificate 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?: _____

Will any other charities/not for profit organisations benefit 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 50% of total income raised.

Fundraising activity registration form (...continued)

NOTE: You agree to release The Northcott Society to the fullest extent permissible under law for all claims and demands of any kind associated with the activity, and indemnify The Northcott Society 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 as outlined in the Northcott Community Fundraising Guide. 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 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
Community Fundraising
Reply Paid 4055
Parramatta NSW 2124

Fax: 02 9683 2827
Attention: Community Partnerships Officer

DISCLAIMER: Northcott 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 50% of funds raised

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

Northcott
Community Fundraising
Reply Paid 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:

\$ _____

Notes...

Donor receipt form

Activity name: _____ Fundraiser (full name): _____ Daytime phone no: _____

Please record donor details on this form for any individual receipts you need and return to Northcott at the end of your activity. We will send receipts directly to these donors using the details provided below, so please ensure they are accurate and complete. Only donations of \$2 or more are tax-deductible.

NOTE: Tax deductible receipts cannot be issued if goods or services are received in return for a donation (ie. the purchase of event tickets or auction items).

Please write clearly in block letters

Title	First Name	Surname	Street Address	Suburb	State	Postcode	Daytime Contact No.	Donation Amount \$

Call or email us today:

 1800 818 286

 northcott@northcott.com.au

Visit our website:

 northcott.com.au

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not-for-profit on the
2015 BRW Most
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