



Fundraising Pack

Thank you for choosing to raise funds for the Australian Suicide Prevention Foundation (ASPF) we are grateful for your support in helping us make a difference.

Before you start, please review these guidelines to ensure your upcoming fundraising event is not only successful and fun, but also in accordance with the law.

Your event needs to be run safely and meet all the financial and legal requirements. That way, not only will it go smoothly with great results but will ensure all your efforts goes towards making a real difference to those in need.

Don't worry – the following kit provides all the guidelines, forms and great ideas you'll need. If you are uncertain of how to go about it or if you are looking for added inspiration check out our list of Fundraising Ideas on page 6. If you are not sure of what to do or how much time your chosen fundraising activity will take please contact us at fundraising@aspf.com.au or 03 9826 2192, we have a lot of experience in this sort of thing and will be happy to give you some advice and possibly provide some additional resources for your fundraising activity.



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About Hold on to Life

An initiative of the Australian Suicide Prevention Foundation

The Australian Suicide Prevention Foundation operates nationwide in the field of mental health & suicide prevention, especially to isolated areas and isolated people through a series of websites (in excess of 700,000 people coming to the site each year) and a 1800 Hold On service (thousands of calls each year & still the only entry under 'suicide' in Australian telephone directories), with a well-developed message suggesting immediate ways to deal with suicidal thoughts.

Our services are provided for distraught and confused family and friends and especially for those suffering psychological distress. Amongst the other services we provide is "postvention", suicide prevention for the next generation.

Individuals, community groups and businesses are encouraged to pull together to provide funding and assistance that would not otherwise be possible. It is the Foundation's belief that by working together we can make a difference for the three million Australians suffering psychological distress each year.

Thank you for choosing to raise funds for the Australian Suicide Prevention Foundation (ASPF) we are grateful for your support in helping us ***make a difference.***

Thank You



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5 steps to a fun and successful fundraising event

Step 1

Work out what type of fundraising activity you would like to organise (try and think of something fun will appeal to your friends and family). You need to decide if you would like to hold an event or be sponsored for an activity. See page 7 for ideas.

Step 2

Read through Section 2 of this pack to make sure you understand your responsibilities as a fundraiser for ASPF.

Step 3

Start organising your fundraising activity:

- a) Set a fundraising target (with a realistic budget).
- b) Don't be afraid to ask for venues, prizes and services to be donated. You may be surprised how generous people are!
- c) Create a plan on how you are going to reach your target and give everyone who is helping you out a copy so you can all stay inspired and aligned with your ultimate goal.
- d) Arrange any necessary permits or insurance to make sure everyone is covered. Read the guidelines outlined at the end of this pack.
- e) Publicise and promote your fundraising activity.
- f) Assess any potential risks associated with your fundraising activity and create a plan as to what you will do if these risks turn into reality.
- g) Contact us to assist with brochures, banners, T-Shirts or your [Everyday Hero](#) page.

Step 4

Hold your fundraising activity. Have fun while you raise funds! Take plenty of photos and send them to us here at ASPF.

Step 5

Send in the money within 14 days and remember to thank everyone involved



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Section 2

--- the serious stuff Safety and Legal guidelines

Authority to Fundraise

The Australian Suicide Prevention Foundation is legally required to approve and authorise all volunteer fundraising activities. Once your event is approved, the Foundation will provide you with a letter giving you confirmation of your legal authority. This is issued following receipt and approval of your fundraising application form. Approval will be granted when the Foundation:

1. has received a written and signed application
2. is satisfied that the fundraising activity will produce a reasonable return after expenses have been deducted
3. is satisfied that the fundraising activity fits in with the aims and values of the Australian Suicide Prevention Foundation and complies with these guidelines
4. is satisfied the fundraising activity is not high risk.

Once the authority to fundraise is issued, these guidelines will form the basis of the terms and conditions of the fundraising activity.

Responsibility

“The fundraiser” means the individual or organisation holding the fundraising activity on behalf of the Australian Suicide Prevention Foundation. While we are really appreciative of your support, ASPF cannot organise, supervise or host your fundraising activity. We will endeavour to assist you in any way we can, however we also cannot accept responsibility for any errors or omissions on your part.

In your correspondence and promotion of the event, please ensure you make clear that the fundraising activity is not the Australian Suicide Prevention Foundation’s but instead is an activity to raise funds for donation to the Foundation.

Suggested phrases to use include:

“proudly supporting the Australian Suicide Prevention Foundation” or “funds raised will go to support the work of the Australian Suicide Prevention Foundation”



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Public liability insurance

The Australian Suicide Prevention Foundation has public liability insurance to cover most fundraising activities. You will be covered once you have received a letter from the Foundation confirming your authority to fundraise as well as a copy of the public liability certificate.

However the Foundation reserves the right to refuse authority for events that are deemed dangerous or unacceptably risky. This may include activities involving:

- Animals or animal rides
- Motor vehicle and motor bike racing
- Dangerous machinery
- Clock or time trials, racing or similar competitive events

Depending on your event, you may also need to consider arranging additional public liability insurance of your own.

Media and promotional materials

Generating publicity before your fundraiser starts is a great way to help increase ticket sales, get local support and raise awareness about the cause.

You are responsible for generating your publicity however the Foundation is able to provide media fact sheets about the Australian Suicide Prevention Foundation in your regional area.

Raffles & Lotteries

Simple raffles at one-off events usually do not require a license but raffles involving tickets sold in advance may require one. Check online at the relevant government website for your State.

Health and Safety

You should ensure that your event is organised efficiently and safely.

- ❖ Ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected.
- ❖ Always check if a hired venue has adequate safety procedures in place; trained first-aid personnel may be required particularly if outdoor venues are used.
- ❖ Outdoor events may also require you to notify local authorities or to obtain special permissions.
- ❖ Risk assessment reports may be necessary when applying for permission.

Supervision

Ensure that your event is properly and adequately supervised. Where children are attending, this includes:



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- ❖ Providing proper adult supervision at all times in a safe and secure environment.
- ❖ Checking that the child's parents/guardians have given permission for their child to take part.



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--- the serious stuff Safety and Legal guidelines

Fundraising materials and publicity

All of your fundraising should make it clear that you are fundraising in aid of The Australian Suicide Prevention Foundation rather than formally acting on behalf of the organisation. You should always check with ASPF before using our logo in promotional or publicity material.



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The fun stuff --- Fun fundraising ideas

Here are some fundraising ideas to help you decide how to go about fundraising for the **Australian Suicide Prevention Foundation**.

Anyone can help support distressed people and their families by holding events to assist the cause.

- ♥ Quiz night
- ♥ Karaoke night
- ♥ Walk-a-thon, marathon or bike ride
- ♥ Charity film night
- ♥ Charity sporting match
- ♥ Dinner dance
- ♥ Art exhibition
- ♥ Fashion Show
- ♥ Charity play
- ♥ Fancy dress party
- ♥ Masquerade ball
- ♥ Garden party
- ♥ Tea party
- ♥ Book sale
- ♥ Wine & cheese tasting
- ♥ Tennis tournament
- ♥ Fishing contest
- ♥ Lawn bowls
- ♥ Window cleaning
- ♥ Chopping firewood
- ♥ Pet show
- ♥ Dollar stalls exhibition
- ♥ Fashion Show
- ♥ Charity play
- ♥ Fancy dress party
- ♥ Masquerade ball
- ♥ Garden party
- ♥ Tea party
- ♥ Book sale
- ♥ Wine & cheese tasting
- ♥ Tennis tournament
- ♥ Fishing contest
- ♥ Lawn bowls
- ♥ Window cleaning
- ♥ Chopping firewood
- ♥ Swear box at your workplace
- ♥ Corporate lawn bowls
- ♥ Casual days
- ♥ Trivia night
- ♥ Sausage sizzle
- ♥ Give a corporate donation instead of corporate gifts at Christmas
- ♥ Corporate golf day
- ♥ Workplace Giving Scheme
- ♥ Valentines dinner
- ♥ Host an Auction
- ♥ Bingo night
- ♥ Flower show
- ♥ Wig party
- ♥ Car cleaning
- ♥ Treasure hunt
- ♥ Lawn mowing
- ♥ Coins in a fountain
- ♥ Christmas lights
- ♥ Car rally
- ♥ Community garage sale
- ♥ Picnic in the park



Before you begin: Fundraising Agreement

Name:

Event

Description:

Venue:

Date of Event:

Please state any other beneficiaries from this event (if any):

Contact Name (where different from above):

Company Name:

Contact phone no:

Mobile No:

Contact fax:

Contact e-mail:

Contact street address:

Contact suburb:

Contact State & postcode:

Official Agreement between: Australian Suicide Prevention Foundation

EXECUTED as an agreement.

I hereby agree that I have read and agree with all the regulations and guidelines outlined in the Authorisation to fundraise. I understand that all guidelines must be adhered to.

Signature of fundraiser

Date

Please return this form prior to your event: Email: fundraising@aspf.com.au
PO Box 222 | ASPF | NORTH MELBOURNE | Vic 3051 Fax: 03 9827 7424