



COMMUNITY FUNDRAISING HANDBOOK

A guide to hosting your own fundraiser for Cystic Fibrosis WA

www.cfwa.org.au
08 6457 7333

 **CYSTIC
FIBROSIS**
Western Australia

THANK YOU

Every year, community fundraisers host incredible events to raise funds in support of children and adults living with cystic fibrosis (CF) in WA. From physical challenges to community based events – **every bit of effort and support makes a huge difference!**

By holding your own fundraiser, you are joining us in working towards our vision of **‘Lives unaffected by CF’**.

This handbook will give you the information you need to organise a successful awareness and fundraising activity. If you have any questions or would like to discuss an idea you have, please contact our fundraising team on **events@cfwa.org.au** or **08 6457 7333**.

Good luck, we can't wait to hear from you!



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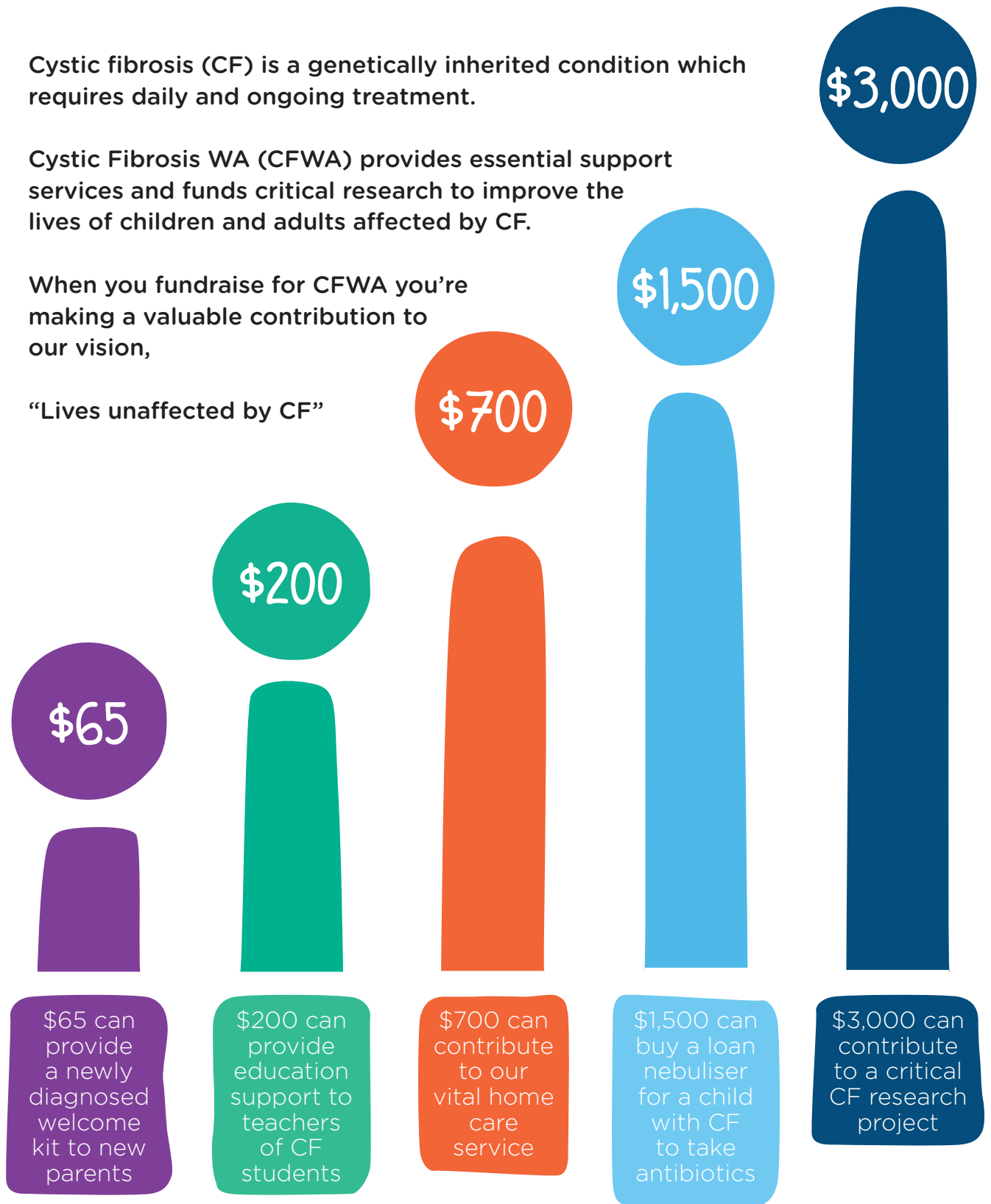
HOW YOUR FUNDRAISING HELPS

Cystic fibrosis (CF) is a genetically inherited condition which requires daily and ongoing treatment.

Cystic Fibrosis WA (CFWA) provides essential support services and funds critical research to improve the lives of children and adults affected by CF.

When you fundraise for CFWA you're making a valuable contribution to our vision,

“Lives unaffected by CF”



FOUR STEP FUNDRAISING

1

Get started

Read through this guide to learn about fundraising for CFWA, then register at www.cfwa.org.au or complete the form at the back of this guide and email it to events@cfwa.org.au or post it to **PO Box 959 Nedlands WA 6909**.

Plan your fundraiser

Once you're registered we'll send you a starter kit which includes your 'Authority to Fundraise' approval and some free resources to promote your activity. Then it's time to organise your fundraiser and tell everyone about it!

2

3

Host your fundraiser

Today is the day! Host your event and raise funds and awareness for CF families in WA. Don't forget to take plenty of photos to share with us after!

Wrap up your fundraiser

Now it's time to count the funds raised and transfer them to Cystic Fibrosis WA.

Once the funds are banked and the forms are returned, we will send you a Certificate of Appreciation to say thanks!

4

KEEP IT OFFICIAL

Fundraising approval

To fundraise for CFWA you'll need official approval from us, which gives you authority to raise funds under our charitable collections license.

It's easy to get your "Authority to Fundraise" approval, just register your fundraiser at www.cfw.org.au and we'll send it to you.

Naming your fundraiser

You are welcome to use our name in the title of your event, but please stick to the following guidelines:

Acceptable examples:

Quiz Night proudly supporting CFWA
BBQ with proceeds to Cystic Fibrosis WA

Unacceptable examples:

Cystic Fibrosis WA Quiz Night



Insurance

As a community fundraiser, you are not covered by Cystic Fibrosis WA's insurance.

However, you may wish to contact the venue of your fundraiser to see if you are covered by any of their relevant policies.

Licenses and permits

Some fundraisers may require additional permits or licenses to carry out specific activities under state laws and regulations, e.g. Raffle Permits and Liquor Licenses.

If you're unsure if you need a permit or license, contact our fundraising team.

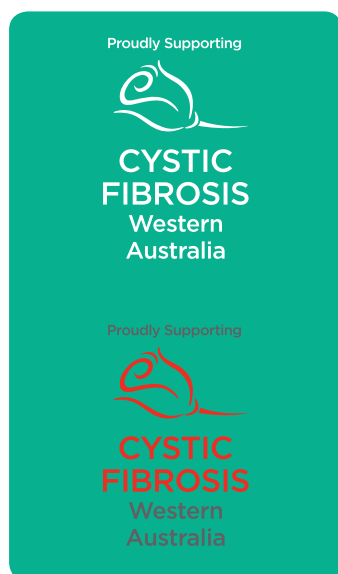
KEEP IT OFFICIAL

Using our “Proudly Supporting” logo

Once you’ve registered, we can provide you with our ‘Proudly Supporting CFWA’ logos to promote your fundraiser and raise awareness.

When using our “proudly supporting” logo, please stick to the following guidelines.

Use white logo on coloured background



Use coloured logo on white/light background



Never stretch logo or place over image or pattern



Keep in mind

Under no circumstances should you manufacture or license any merchandise bearing the name, logo or branding of Cystic Fibrosis WA without our written permission.

When promoting your fundraiser, you’ll need to clearly state the amount or percentage of funds raised that will go to CFWA, particularly if you are splitting the funds between more than one charity. For example: ‘Quiz Night with 100% proceeds to Cystic Fibrosis WA’.

MANAGING THE MONEY

Collecting funds

If you're fundraising online, supporters can donate straight to your page; they'll automatically receive a receipt and funds will be transferred directly to us.

If you're collecting cash donations, we can provide you with a tamper-proof collection tin.

Cash donations must be counted in a secure place after the event with at least two adults present.

People collecting funds under the age of 16 must be accompanied by an adult.

Receipts

If your donors require a receipt, complete the 'Donor Receipt Form' and return it to us at the completion of your fundraiser so we can send them out to your generous supporters.

Any donation over \$2 is tax deductible, provided it is a donation only.

We can still issue receipts for goods and/or services (i.e. raffle tickets, prizes, auction items) purchased through your fundraiser, however, these are not tax deductible.

Transferring the funds

There are lots of ways you can donate the funds you have raised:

1. Deliver to our office The Niche 11 Aberdare Road, Nedlands, WA, 6009

2. Over the phone
08 6457 7333

3. Through our website
www.cfwa.org.au

4. Via online banking

BSB: 066000

Account number: 11926780

Ref: your Name

5. Post a cheque PO Box 959, Nedlands, WA, 6909. Cheques should be made out to Cystic Fibrosis WA

Please transfer your funds raised within 14 days of completing your fundraiser and let us know so we can thank you!

Expenses

Any expenses you incur need to be fair and reasonable and should not exceed 30% of the total funds raised.

Expenses need to be recorded on the 'Fundraising Results' Form, which must be returned to us within 30 days of the completion of your fundraiser, along with copies of receipts.

GETTING THE WORD OUT

Tell your story

Spread the word about your fundraiser wherever you can; in person, on social media and through newsletters and emails.

Tell your supporters why you're fundraising for CFWA. If you have a personal connection with CF let them know.

Think about who you can contact for support; friends, family, work colleagues and local businesses can all help you reach your fundraising goal.

Keep people updated by sharing milestones and insights to your fundraising page or social media. A picture speaks a thousand words, so make sure you include photos.

Don't forget to thank your generous donors and supporters!

Set your target

Set yourself a realistic target that you think you can achieve during the time frame of your fundraiser. You can always increase your target if you reach it quickly.

Supporters are less likely to donate if the target has been achieved and will be more likely to donate if they feel their donation will get you closer to your goal amount.

Let us help

If appropriate, we can help by sharing your story on our social media, in our E-newsletter and RED magazine.

Use the template in the back of this handbook to write about your fundraiser and send it to our team at **events@cfwa.org.au** or get in touch on **08 6457 7333**.

Asking for support

Sometimes it can be hard to ask for donations, especially from friends and family. These tips will help you get the ball rolling:

- Don't be afraid to ask more than once, sometime people forget to donate and need a gentle reminder
- Let people know why you're passionate about fundraising for CF
- If you can, make the first donation to lead the way for your supporters
- Ask your workplace if they have a matched giving program, you might just double your money!

CF FACTS

Fundraising events are a great opportunity to share knowledge and awareness of CF. Here are some facts you can share when promoting your fundraiser, every bit of awareness helps!

Quick CF Facts

- Currently there is no cure for CF
- In Australia, 1 in 25 people carry the CF gene – that's more than 1 million people
- In Australia 1 in 2,500 babies are born with CF - that's one every four days
- If two carriers of the CF gene have a baby, there is a 1 in 4 chance that baby will have CF

About Cystic Fibrosis

- Cystic fibrosis (CF) is a recessive genetic condition which primarily affects the respiratory and digestive systems.
- In people who have CF, mucus in the body becomes thick and sticky and builds up in organs such as the lungs and pancreas.
- People with CF have frequent lung infections which can lead to permanent lung damage.
- Treatment can take between 1 hour to 4 hours a day and include medications, physiotherapy, exercise and a high calorie diet.

About Cystic Fibrosis WA

CFWA is a not-for-profit organisation that provides essential support services and funds critical research to improve the lives of children and adults living with cystic fibrosis in WA.

We strive to create awareness about CF in the community by sharing our vision, "Lives unaffected by CF".

With generous support from the community through fundraising and donations we are able to provide a range of services including; home and hospital support, community education, subsidies, respite events and counselling.

We also contribute to CF research by partnering with the Australian Cystic Fibrosis Research Trust (ACFRT) who facilitate the funding of PhD Top-Up scholarships, the Little Lungs Big Futures project and other approved research projects.

HOW WE CAN HELP YOU

We are so thankful that you're raising awareness and funds for our CF community, and we're excited to help make your fundraising idea a reality!

What we can do for you

We're here to help make your fundraiser a success and have lots of resources for you to use. Here are just some of the ways we can help you.

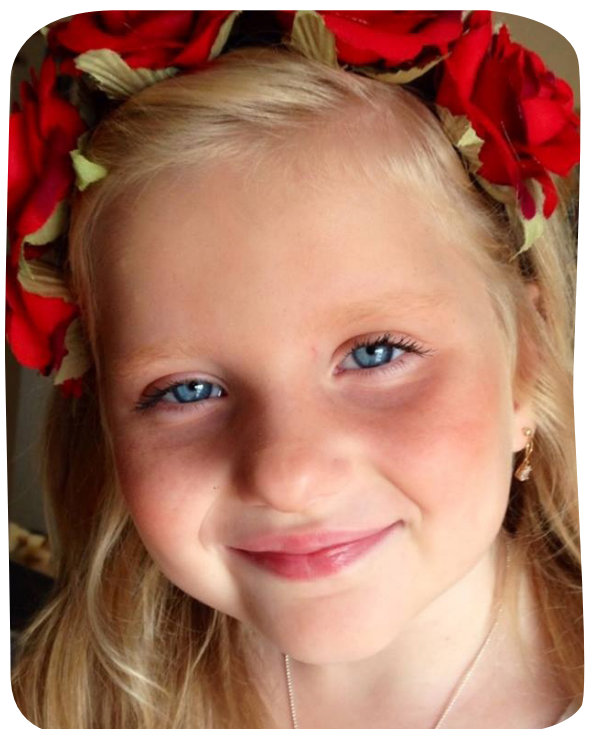
- Fundraising approval
- Support letter
- Our 'Proudly Supporting CFWA' logos
- Free online fundraising page
- Collection tins
- Posters and brochures
- Donation receipts
- Merchandise to sell
- Thank you certificate
- A CFWA Representative to talk at your event (where possible)
- Promote your fundraiser through our RED magazine and social media

Unfortunately we cannot provide

We'll do our best to support your fundraising efforts, however there are some things we aren't able to provide such as;

- Reimbursement for expenses incurred
- Permits or licenses (e.g. raffle)
- Staff to help coordinate your fundraiser

If you have any questions about how we can support your fundraiser please get in touch with the team at events@cfwa.org.au or on **08 6457 7333**.



FUNDRAISING IDEAS

Need some inspiration for fundraising? Check out some of our ready-to-go fundraisers and other great ideas!

65 Roses Challenge

Challenge yourself for Cystic Fibrosis WA.

It could be a physical challenge to ride/run/swim 65km, or you could challenge a group of friends to climb a mountain with you.

The sky's the limit, as long as you're challenging yourself and raising funds for people with CF!

www.65roses.org.au



Crazy Hair Day or Go Red for CF

Host a Crazy Hair or Go Red for CF Day at your school, child's day-care or workplace.

Colour your hair, wear a wig, dress in red for or turn your workplace red and help raise awareness and funds for children and adults living with CF in WA.

www.crazyhair.com.au



My Celebration for CF

Celebrate your birthday, anniversary, wedding or other special occasion by asking friends and family to donate to CFWA in lieu of a gift.

www.everydayhero.com.au/event/celebrationsforcf



FUNDRAISING IDEAS

Serve It Up for CF

Host a dinner party, morning tea, lunch or BBQ and serve it up for CF.

Invite your guests around for something to eat and ask them to donate what they would normally spend on a meal out.

www.serveitupforcf.org



Something Different?

You could host a garage sale, staff morning tea or start a loose change jar. Whatever you choose to do, we can help!

Get in touch with our team to discuss your ideas and to receive free resources, or visit our website.

www.cfwa.org.au



Thinking Big?

If you're thinking of hosting a larger event such as a dinner dance, or taking on a big fitness challenge like a ride across Europe, we'd love to hear from you.

Get in touch with our team to discuss your idea and see how we can help support your fundraising efforts.

www.cfwa.org.au



WE'RE HERE TO HELP

Thank you for raising funds and awareness for Cystic Fibrosis WA. Your efforts will help us continue to provide our vital support services and critical research funding for people living with cystic fibrosis in WA.

The rest of this handbook contains all our forms and resources you'll need to get your fundraising started including;

Community Fundraising

Registration: You'll need to register your fundraiser before you get started. You can also register online at www.cfwa.org.au

My Story Template: Send us your fundraising story so we can share it on our website, social media and e-newsletter.

Donor Receipt Form: Give us the details of your generous donors who require a receipt.

Fundraising Results Form: Keep track of your funds raised and expenses and send it to us when you deposit the funds.



Whatever your fundraising idea, we're here to support you and help make it a success.

If you have any questions or would like to know more about raising funds and awareness for people living with cystic fibrosis, please contact our fundraising team at events@cfwa.org.au or on **08 6457 7333**.

Fundraising Event Registration Form

Organiser's Contact Details

Title:

Full name:

Name of organising group (if any):

Relationship to organising group:

Link to cystic fibrosis (if any):

Organiser's postal address:

Suburb: State: Postcode:

Home/Office phone: Mobile:

Email:

Do you have current or previous criminal convictions? Y/N

If yes, please provide details:

Details of Proposed Fundraiser

Name of activity:

Brief description:

Proposed date or timeframe:

Venue name/ address:

Suburb: State: Postcode:

How will funds be raised from this activity?

What proportion of funds will go to Cystic Fibrosis WA?

Are there any other charities benefiting from this event? Y/N

If yes, please provide details:

Event Budget*

Total estimated income to be generated: \$ Total estimated costs: \$

Details of expected costs (advertising, equipment, venue, etc.):

Estimated net revenue to be donated to Cystic Fibrosis WA: \$

Any other comments:

*Total expenses should be less than 30% of the total income unless otherwise agreed to with Cystic Fibrosis WA. They must be fully documented via receipts and be fair and reasonable.

Fundraising Support Application

Cystic Fibrosis WA (CFWA) can provide promotional material and other resources to assist with your fundraiser, subject to availability.

Please indicate the promotional material you might require (Y/N):

Donation Tins:

Stickers:

Balloons:

Information brochures:

Display banners:

CF guest speaker:

Other:

We'd love to share your fundraising with our community, please indicate where you'd like to see your story (Y/N):

Website events page:

Fortnightly e-news:

Quarterly RED magazine:

Facebook / twitter:

Instagram:

We'll do our best to share your story, subject to our social media schedule. Please see the My Story Template to write about your fundraiser for us to promote.

To assist us in marketing your fundraiser please provide the following, if applicable:

Event website:

Event Facebook page:

Event Twitter page:

Event Instagram page:

Depending on the nature of your fundraiser CFWA may be able to provide staff or source volunteers to assist on the day. If you would like support, please include a short description below:

Authorisation

I, (organiser's full name) have read and fully understand and agree to comply with the terms and conditions of fundraising for Cystic Fibrosis WA as outlined in the Community Fundraising Handbook, and summarised below:

- ☒ I agree to act in a professional manner in conducting the fundraiser and to uphold the reputation and values of Cystic Fibrosis WA;
- ☒ I understand that I am responsible for obtaining any relevant permits, licences and adequate public liability insurance if required;
- ☒ I understand that Cystic Fibrosis WA is not responsible for payment of any costs associated with the fundraiser;
- ☒ I understand that **I am obligated to remit funds raised for Cystic Fibrosis WA within 14 days** of my fundraiser concluding, as required by regulation 11(2) of the *Charitable Collections Regulations (1947)*. I understand that if funds are not remitted within this timeframe, Cystic Fibrosis WA will take necessary action to retrieve the funds and inform the Department of Commerce of my actions;
- ☒ I will provide Cystic Fibrosis Western Australia with an accurate record of the income and expenses and copies of receipts and invoices for all expenses within 30 days of the fundraiser;
- ☒ Cash collections will be counted by a minimum of 2 people in a secure place at or immediately after the fundraiser;
- ☒ No person under the age of 16 years shall act or be permitted to act as a collector;
- ☒ The fundraiser cannot be used for personal or commercial gains and all monies collected may only be distributed to the purpose outlined in this application; and
- ☒ Cystic Fibrosis WA reserves the right to withdraw authority to fundraise under their Charitable Collections Licence at any time should I/my organisation fails to meet any of the above conditions.

Note: If you are under 18, please have a parent or guardian sign this form on your behalf.

Organiser's signature: _____ Date: _____

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

Full name:

Relationship to organiser:

Contact phone number:

Please return this form to Cystic Fibrosis WA, **PO Box 959 Nedlands WA 6909** or email to events@cfwa.org.au. Please wait for approval to be granted prior to commencing fundraising.

My Story Template

If you would like us to share your story or promote your fundraiser, please fill out the following and return it to the fundraising team at events@cfwa.org.au or post it to **PO Box 959, Nedlands WA 6909**.

Fundraiser Details

Date: _____

Time: _____

Venue: _____

Cost: _____

Your Story

Please provide a paragraph or two about your fundraiser and your reason for supporting Cystic Fibrosis WA. If you're unsure of what to write, use the following dot points to help you:

- Why are you fundraising? Do you have a connection with CF?
- How will you be fundraising? What is involved?
- How can people support you? E.g. Donate, buy tickets, attend the event

We'll do our best to share your story, subject to our social media schedule.



Donor Receipt Form

Any donation over \$2 is tax deductible provided it is a DONATION only and the supporter does not receive goods or services in return. We can still issue receipts for goods or services (i.e. raffle tickets, auction items) purchased through your fundraiser, however, these are not tax deductible. We can also provide receipts for gifts in kind which are donated for your fundraiser. Please complete the below and we will email or post the receipt on your behalf.

Fundraiser Details

Event Organiser: _____

Fundraiser: _____

Please print clearly and ensure all details are correct

[illegible]

Fundraising Results Form

Please fill out and return this form to Cystic Fibrosis WA with any relevant receipts within 30 days of your fundraiser.

Email to events@cfwa.org.au or post to PO Box 959, Nedlands WA 6909.

Name: _____

Organisation: _____

Postal address: _____

Suburb: _____

Postcode: _____

Phone number: _____

Email: _____

Money Received

	\$
	\$
	\$
	\$
	\$
Total proceeds	\$

Expenses deducted from funds raised

	\$
	\$
	\$
	\$
	\$
Total Expenses	\$

Net proceeds - expenses = \$ _____

Date funds were transferred to Cystic Fibrosis WA _____

Declaration

I certify that the above monies were banked or donated, and the expenses incurred are true and correct.

Full Name: _____

Signature: _____

Date: _____

Funds must be donated to Cystic Fibrosis WA within 14 days of the completion of your fundraiser.

Refer to the fundraising handbook for details on how to donate the funds you have raised.

THANK YOU



Visit our website for more resources and information.

www.cfwa.org.au

events@cfwa.org.au

08 6457 7333

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