

# Fundraise for the MDBA Pacers

## INFORMATION PACK

Fundraising is a chance to organise great events and activities, interact with your local community, build your self confidence and contribute to a worthwhile cause. By organising or being part of a community fundraising event or activity for MDBA Pacers , you are helping us to continue with our work to prevent domestic animal cruelty when the animal's owners are in emergency situations as a result of a personal or natural event.

Most people who fundraise for MDBA Pacers are first time fundraisers, so don't be daunted by the task.. MDBA Pacers staffs are here to help you as much as possible so please contact us if you have any questions or special requests.

The fundraising tool kit has been designed to help you confidently and successfully hold your own community based fundraising event or activity regardless of how big or small you expect it to be.

## Part 1: Where do I start?

### HOW DO I BECOME A REGISTERED FUNDRAISER?

All proposed community fundraising events and activities must be registered and approved before fundraising can commence. This is so that MDBA Pacers is able to answer public queries and also satisfy Government regulations.

- a) First you need to think of an idea or plan of how you are going to raise money. To get the ball rolling we suggest that you check out our Fundraising Ideas section.
- b) Then you need to contact MDBA Pacers to register. Please continue to read on for all the details on how to do this.
- c) MDBA Pacers will then send written confirmation of approved fundraising proposals along with your personalised Fundraiser Authorisation Card.

Upon registering, your name will be added to our mailing list so that we are able to provide you with regular updates.

**Remember** - any activity or event you are considering must be approved by MDBA Pacers **before** you commence fundraising.

### FUNDRAISING IDEAS

There are endless ways to fundraise you will only be limited by your imagination!

#### • Personal challenge

Complete a bike ride, walk, run, and swim, read a thon, weight loss challenge, head shave or any other challenge. Seek sponsorship from your personal networks. You could also consider gaining sponsorship for participating in an organised event like the City to Surf or Cole Classic.

#### • Corporate sponsorship and matching

Ask your employer to support your fundraising by making a donation, or matching every dollar raised. Request support for your event or challenge in the form of donated goods or services. You could also host an event in your lunch break, have a mufti day, or get your boss to wear pyjamas for a day! Ideas are endless.

## • **Events**

There is no limit to creativity when it comes to events. Here are just a few ideas to get you thinking with hundreds more in the fundraising ideas section.

- Exhibition day
- Auction
- Food fair
- Film night
- Barefoot bowls
- Fashion show
- Team sports or games day
- Drama or comedy night
- Dinner, cocktail party, wine tasting
- Concert, band night or karaoke night
- Celebrity speaker
- Party Plan such as Tupperware etc
- Events can also be used as a platform to conduct auctions, raffles, games and interactive
- Fundraising activities.

## • **Raffles**

Seek donated prizes from businesses in your area (or larger corporations) and use your personal networks to sell tickets. (Please note: MDBA Pacers does not approve door knocking or the soliciting of donations in public places).

The guidelines on how to conduct a raffle vary from State to State so before organising a raffle please contact the relevant State or Territory fundraising regulatory bodies for details (see below)

## • **Stalls, fetes and garage sales**

Engage your community by hosting a stall or sale in your backyard, or book a stall at your local market or fair.

## • **Fundraising drives**

Sell cakes, sweets, chocolates, donuts, movie tickets, custom labeled wine, stationery, (anything!!) in your workplace or school. Google “fundraising” for a list of suppliers.

## • **Cause related marketing/Traders**

Individuals or businesses can join forces with MDBA Pacers by donating a percentage / fixed amount from the sale of a selected item (example: CD, book, photos or wine) as part of their regular course of business. Please contact MDBA Pacers directly to discuss a “Trader Agreement”.

## • **Special celebrations**

Ask guests to make a donation to MDBA Pacers instead of bringing a gift to a special celebration. MDBA Pacers can provide you with gift envelopes, which you can include with your invitations. All gifts over \$2 are tax deductible and all donors receive a receipt.

## • **Guessing competition**

Guess whose baby photos, or how many lollies/rubber bands/paperclips in a giant jar.

## • **Penalty Box at home or work**

You must put \$1 in each time you swear/leave dirty dishes/arrive late/answer your mobile in the office.

## **PLANNING YOUR FUNDRAISER**

Planning your fundraiser will be an enjoyable and fulfilling experience. Here are some things to keep in mind to ensure a smooth and hassle free fundraiser:

### **a) Set an achievable fundraising goal**

It is important to have realistic goals to avoid getting fatigued. Consider how much time you have to dedicate to fundraising, how much immediate support you have and what personal contacts and networks you can tap into. Work smarter not harder, think about effort versus return and don't invest time and effort into activities that may only raise small amounts. Be comfortable asking, but be prepared that some people will simply say no. Don't let this put you off, as you never know who might just say yes!

### **b) Ask for help**

You will be surprised at how many people will lend a hand for a good cause. Put together a group or committee to help you manage logistics, bounce off ideas and share the workload and responsibility.

### **c) Be informed and passionate about MDBA Pacers work**

Know where your supporter's money is going so you can answer their questions. If you have any questions or require further detail, just contact MDBA Pacers. Your passion and enthusiasm for supporting the prevention of animal cruelty and promoting responsible pet ownership will be your greatest tool when approaching supporters!

### **d) Follow MDBA Pacers Fundraising Guidelines**

As a registered fundraiser, you have certain obligations to uphold the standards and best practice of MDBA Pacers. When you register, you will be asked to read and agree to a set of guidelines, which will help in the planning of your event or activity. Please read these carefully and if you have any questions, contact MDBA Pacers or your relevant State Authority (details below).

## **STATE FUNDRAISING AUTHORITIES**

- **AUSTRALIAN CAPITAL TERRITORY**  
**ACT Office of Regulatory Services – for charitable collections**  
Phone: (02) 6207 0475  
Fax: (02) 6207 0487  
Mail: PO Box 225 Civic Square ACT 2608  
Email: [bn.general@act.gov.au](mailto:bn.general@act.gov.au)  
Internet: [www.rgo.act.gov.au](http://www.rgo.act.gov.au)
- **ACT Gambling and Racing Commission – for raffles, housie and lotteries**  
Phone: (02) 6207 0361  
Fax: (02) 6207 7390  
Mail: PO Box 214 Civic Square ACT 2608  
Email: [gambling.operations@act.gov.au](mailto:gambling.operations@act.gov.au)  
Internet: [www.gamblingandracing.act.gov.au/Lotteries.htm](http://www.gamblingandracing.act.gov.au/Lotteries.htm)
- **NEW SOUTH WALES**  
**NSW Office of Liquor, Gaming and Racing**  
Phone: (02) 9995 0666  
Fax: (02) 9995 0611  
Mail: GPO Box 7060 Sydney NSW 2001  
Email: [charity.inquiries@olgr.nsw.gov.au](mailto:charity.inquiries@olgr.nsw.gov.au)  
Internet: [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

- **SOUTH AUSTRALIA**  
**SA Office of Liquor and Gambling**  
 Phone: (08) 8226 8500  
 Fax: (08) 8226 8588  
 Mail: GPO Box 771 Adelaide SA 5001  
 Email: [lottery@saugov.sa.gov.au](mailto:lottery@saugov.sa.gov.au)  
 Internet: [www.olg.sa.gov.au](http://www.olg.sa.gov.au)
- **QUEENSLAND**  
**QLD Office of Fair Trading**  
 Phone: 13 13 04  
 Fax: n/a  
 Mail: GPO Box 311 Brisbane QLD 4001  
 Email: [brisbaneOFT@dtftwid.qld.gov.au](mailto:brisbaneOFT@dtftwid.qld.gov.au)  
 Internet: [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au)
- **TASMANIA**  
**TAS Gaming Commission, Liquor and Gaming Branch - for raffles and gaming**  
 Phone: (03) 6233 2475  
 Fax: (03) 6234 1728  
 Mail: GPO Box 1374 Hobart TAS 7001  
 Email: [gaming@treasury.tas.gov.au](mailto:gaming@treasury.tas.gov.au)  
 Internet: [www.gaming.tas.gov.au](http://www.gaming.tas.gov.au)
- **TAS Consumer Affairs and Trading - for charitable collections**  
 Phone: (03) 6233 4523  
 Fax: (03) 6233 4882  
 Mail: GPO Box 1244 Hobart TAS 7001  
 Email: [consumer.affairs@justice.tas.gov.au](mailto:consumer.affairs@justice.tas.gov.au)  
 Internet: [www.consumer.tas.gov.au/business\\_affairs/charities](http://www.consumer.tas.gov.au/business_affairs/charities)
- **VICTORIA**  
**VIC Consumer Affairs**  
 Phone: 1300 558 181  
 Fax: (03) 9627 6007  
 Mail: GPO Box 123A Melbourne VIC 3001  
 Email: [consumer@justice.vic.gov.au](mailto:consumer@justice.vic.gov.au)  
 Internet: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)  
**VIC Commission for Gambling Regulation, Minor Gaming Unit**  
 Phone: (03) 9651 3630  
 Fax: (03) 9651 3246  
 Mail: PO Box 1988 Melbourne VIC 3001  
 Email: [minor.gaming@vcgr.gov.au](mailto:minor.gaming@vcgr.gov.au)  
 Internet: [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au)
- **WESTERN AUSTRALIA**  
**WA Department of Consumer and Employment Protection, Charitable Collections**  
 Phone: (08) 9282 0832  
 Fax: (08) 9282 0948  
 Mail: Locked Bag 14 Cloister Square Perth WA 6850  
 Email: [consumer@docep.wa.gov.au](mailto:consumer@docep.wa.gov.au)  
 Internet: [www.docep.wa.gov.au/charities](http://www.docep.wa.gov.au/charities)

## **STAY IN TOUCH**

Keep us informed of your progress and any assistance you might need. Remember, The MDBA Pacers staff are here to assist you in any way possible.

## **Saying thank you**

It is important to thank each and every one of your supporters. Whether it's a simple verbal thank you when you receive their donation, or an email, letter or phone call – your donors will appreciate this recognition and may even spread the word about your event or activity. Our fundraising tool kit includes a sample thank you letter that you might like to consider using.

## **FORWARDING MONIES RAISED**

When you become a registered fundraiser, you will be issued an ID number. Please ensure that you and your supporters quote this ID number whenever monies are forwarded to MDBA Pacers. This will ensure that monies will be attributed to your fundraising activity correctly.

**Mail:** Mail us a cheque or money order made payable to:

MDBA Pacers  
349 Transmitter Rd  
Wooroolin QLD 4608

**Online:** Log on to [www.mdbapacers.org.au](http://www.mdbapacers.org.au) and use your credit card to pay via paypal.

**Phone:** 02 6927 6706 to speak to our Donations team

**Deposit:** Deposit funds at any Commonwealth branch or via internet banking EFT using our account details below;

Account Name: MDBA Pacers  
Bank: Commonwealth  
Account No: 062600  
BSB: 10488688