

COMMUNITY FUNDRAISING KIT

HELLO!

We are so happy you have chosen to fundraise for OzHarvest, Welcome to our Big Yellow Family!

Fundraising for OzHarvest is fun, social, heart-warming and above all is a terrific way to make a positive impact on the lives of so many doing it tough across Australia.

This fundraising kit provides tools and tips on how to enlist friends, family, work colleagues and the local community to help raise funds for OzHarvest, so you can focus on having fun and making a difference.

If you have any questions relating to your fundraising activity, please drop an email to fundraising@ozharvest.org

Happy fundraising!

Lisa Dainty
Community Fundraising Manager
OzHarvest



Great Food Rescue Race, Adelaide

EVERY \$1 RAISED = 2 MEALS TO PEOPLE IN NEED



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ABOUT OZHARVEST

OzHarvest is Australia's leading food rescue organisation with a driving purpose to *Nourish Our Country*. It began with a simple concept to rescue good food that would otherwise go to waste and deliver it to people in need.

Founded by Ronni Kahn in November 2004, after noticing the huge volume of food being wasted in the hospitality industry, OzHarvest started in Sydney with one van which delivered 4,000 meals in the first month. It now operates nationally and has delivered millions of meals and saved thousands of tonnes of food from landfill.

Each week OzHarvest rescues over 100 tonnes of quality surplus food from more than 3,000 food donors including supermarkets, restaurants, cafes, hotels, retailers, airports and food outlets and delivers directly to more than 1000 charities helping to feed vulnerable Australians.

To create positive change for vulnerable people, OzHarvest runs education programs NEST and Nourish to enhance life skills, increase connectedness and improve health, nutrition and sustainable living.

OzHarvest is constantly looking for new ways to combat food waste and hunger. April 2017 saw the opening of Australia's first rescued food supermarket – The OzHarvest Market – based on a 'take what you need, give if you can' philosophy, the latest innovation to make rescued food available to all, especially those in need.

Go to our [website](#) for more information.



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GETTING STARTED

To create a great FUNdraising event with maximum impact and minimum stress, follow these easy steps:

1. Set up your online fundraising page

The easiest way to collect funds and share your fundraising campaign is by setting up your personal online fundraising page on the OzHarvest website here – www.events.ozharvest.org
Alternatively, you may choose to collect cash donations at your event

2. Choose a fundraising idea

Have a look at the fundraising ideas below, or pick your own theme. There are so many ideas out there so get creative!

3. Set a goal

Decide how much you think you can fundraise at the event. Be realistic: this will help you budget the event and help you understand what you have to do to reach that total.

4. Make a plan

- Are you hosting an event or participating in a personal challenge?
- Where will the event be held? Do you need to book the venue?
- Set the date and time, check for other events/public holidays on the date.
- How will you generate money? By selling items, or food? Holding a raffle?
- Could you ask businesses or people to donate prize items or food?
- Make a time schedule and always allow more time than you think you need!

5. Ask for help

Fundraising as a team is easier and more fun! Get friends and family members involved, especially if they have the right skills for the job!

6. Getting the word out

There are so many ways to tell the world about what you're doing; use email, text, social media or the local paper and radio! Personalise your communications and tell people why you are passionate about the cause (plus your fundraising goal!). Provide regular updates as to how you are tracking.

7. Draw up a budget

Plan how much you will spend (if any) and how much you think you can raise. Unfortunately, OzHarvest cannot pay any expenses, but you can deduct necessary expenses from the proceeds of your event, ensure these are properly documented. OzHarvest requires you keep expenses to a maximum 40% of total donations raised.

8. Enjoy the day!

After working this hard make sure you enjoy your day knowing you are helping OzHarvest to Nourish our Country.

9. Bank and Thank:

Saying thank you is so important. No matter how big or small, thank everyone who supported your fundraising campaign (it may motivate others to get fundraising!)

All monies should be deposited no later than two weeks after the fundraiser. Please refer to the banking details on page 9 and be sure to let OzHarvest know how much you raised via email to fundraising@ozharvest.org.

FUNDRAISING IDEAS

There are many ways you can fundraise for OzHarvest in your workplace, school, or by yourself! Here are a few ideas to get you started

GET ACTIVE

Join an existing event, such as the City2Surf, Blackmores Sydney Running Festival, or create your own challenge.

OzHarvest is also running our own very exciting trek to the Larapinta in Northern Territory in August 2018 and we would love you to join us!

For a full list of active events on the Australian calendar you can participate in, please see here - <http://www.ozharvest.org/events/funrun-and-fundraise/>

AT WORK

Join forces with your colleagues and make a difference by raising funds for OzHarvest in the workplace.

Bake Off - This is a very popular and easy fundraiser to hold at work – who doesn't love cake!? Get your colleagues to try their hand at baking some delicious treats, and choose a time to host your event. Sell items for a gold coin donation, with all funds going to OzHarvest. Even better - challenge your colleagues to include commonly wasted ingredients – bread, milk, bananas, carrots and more!

Love your Leftovers - Use up your leftovers by bringing them in for lunch, and donate what you'd usually spend purchasing your lunch to OzHarvest. Get a group to do it on a certain day of the week and make it a regular thing!

OzSizzle - Bunnings stores and supermarkets are often happy for you to host a BBQ at your local store, so why not approach them to see when they have a free weekend. Local retailers will often donate the food for your BBQ if you let them know you are doing it to support charity! Or if you have space in your office, host your own for a Friday lunch!

Trivia Night - Host a trivia night for your work colleagues and clients. Charge an entry fee and include a raffle or auction to help raise extra funds. Local businesses are great to approach for their support for a donation of prizes. OzHarvest can help you get started by providing some trivia questions around food waste.

Alternative Auction - Get everyone in your team to think of something quirky they can donate – it could be doing the coffee run for a month, helping someone move, making lunch for a week, helping someone upskill – auction off everyone's time and skills with all proceeds going to OzHarvest.

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Matched Giving - Many organisations have a match-funding program, where they match dollar-for-dollar the amount employees raise for charity. Ask your employer if they have a program like this, and double your dollars!

WITH FRIENDS

Fundraising with friends, a club or a sporting team is a fun and easy way to raise funds for OzHarvest.

OzSizzle - Hold a sausage sizzle with your sporting or community group and ask for a gold coin donation.

Bunnings stores and supermarkets are often happy for you to host a BBQ at your local store, so why not approach them to see when they have a free weekend. Local retailers will often donate the food for your BBQ if you let them know you are doing it to support charity!

Dinner with a difference - Host a special dinner for your nearest and dearest by getting creative with all the food that needs using up in your fridge! Ask others to bring a course they've created in the same way, share your ideas on how you can use up ingredients that may otherwise go to waste. Give extra meaning by all donating a little something to OzHarvest.

AT SCHOOL

Fundraising at school is a fun and easy way to raise money for OzHarvest and educate kids about food waste and food security. Fun ideas include mufti days, food drives, crazy-hair days, leftover lunch days, where children donate a gold coin to participate. Remember every single \$1 allows OzHarvest to deliver 2 meals, so every bit counts!






An OzHarvest representative can come to your school to deliver an engaging workshop that is age appropriate to bring the food waste message to life. This can be tied in with a food drive of non-perishable food items, for OzHarvest to collect on the day.

HAVE AN IDEA?

Do you have a fundraising idea of your own? Whether it's holding a movie night at your house for family and friends, or trekking across the country – you are free to fundraise your way!

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5 EASY STEPS TO RAISE \$500 (OR MORE!)

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- | | | |
|-------|--|---|
| 1 | Make the first \$50 donation Show your commitment to your fundraising efforts by donating first |  |
| <hr/> | | |
| 2 | Ask your family and close friends to donate \$40 each Family and friends are likely to support you! |  |
| <hr/> | | |
| 3 | Ask 10 people in your network to donate the cost of a cup of coffee Ten people contributing \$5 each adds up quickly |  |
| <hr/> | | |
| 4 | Post your involvement on Social Media Tell your friends you need their support and ask for \$10+ donations |  |
| <hr/> | | |
| 5 | Host a workplace morning tea Get your colleagues involved and ask them for \$5-\$10 each |  |

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THE OFFICIAL STUFF

LEGAL ISSUES

- If you are running a major event, you should check if you require insurance. Please note OzHarvest's public liability insurance does not cover your event.
- Event or appeals relating to your business (for example, if you plan to donate a percentage of sale proceeds to OzHarvest) requires additional paperwork to be completed.

OZHARVEST HELP

- We are happy to share our very special OzHarvest Supporter logo for you to promote your event (shown below), however before you print or publish it, please ask for our approval first. You can email fundraising@ozharvest.org with your request.



- Management of the event is your sole responsibility. OzHarvest staff and volunteers cannot help with prizes, media or publicity, or provide goods or services to run the event.

COLLECTING FUNDS

- **Online** - These days it's very easy to collect funds online. Friends and family can see your progress and it's easy to share details about your fundraiser with your network, including through social media. There are no forms to fill in and you can get started immediately! Visit www.events.ozharvest.org to set up a fundraising page today!
- **Cash** - Fundraisers collecting cash need a fundraising event application completed (see page 7) and emailed to fundraising@ozharvest.org. Fundraising regulation requires you to keep records of income and expenditure relating to your fundraising appeal or event.
- **Approval** - On receipt and approval of your application (this may take 5-10 working days), an Authority to Fundraise letter will be provided. Please note you cannot start fundraising until a letter of authority has been issued by OzHarvest.

Now you are ready to fundraise! Every \$1 will allow OzHarvest to deliver 2 meals to vulnerable Australians, so your efforts will make a powerful impact!

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COMMUNITY FUNDRAISING KIT

FUNDRAISING APPLICATION FORM

Please send a completed PDF/scanned version of this form to fundraising@ozharvest.org

Please note it make take up to 5-7 working days to process and respond to applications

Application Date: / /

FUNDRAISER CONTACT DETAILS

Name of group/company/individual planning the event: _____

Contact person name: _____

Street address: _____

City: _____ State: _____ Postcode: _____

Phone (daytime): _____ Mobile: _____

Email address: _____

FUNDRAISER EVENT DETAILS

Type of Fundraising campaign: _____

Event Name and Location: _____

Short Description of Event/Activity (50 words or less): _____

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BUDGET

OzHarvest best practice is to ensure that in all cases of fundraising, your expenses do not exceed 40% of the total funds raised. Fundraisers must take all reasonable steps to ensure that the expenses payable in respect of their campaign do not exceed 40% of the gross income obtained. Planning is paramount.

Your Fundraising Goal \$ _____

What proportion of funds raised will go to the OzHarvest (e.g.: 100%) _____

Total estimated costs \$ _____

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

Estimated net revenue to be donated to OzHarvest \$ _____

Please note that it is the responsibility of the Community Fundraiser to keep a record of any expenditure relevant to your fundraising event for auditing purposes. For large events, OzHarvest can provide a more detailed budget spreadsheet for you to keep track of expenditure, please ask us.



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PAYMENTS

HOW DO I DONATE MY RAISED FUNDS?

By Phone: With your credit or debit card, please call our OzHarvest team on +61 2 9516 3877

By Direct Debit via EFT:

Oz Harvest Limited
Commonwealth Bank of Australia (CBA)
Branch: 48 Martin Place, Sydney, NSW 2000
BSB Number: 062-000
Account Number: 1448 4073
Swift # (International Payments Only): CTBAAU2S

Please include a payment reference on the donation including your full name &/or company name and email your donation details to donate@ozharvest.org

Online: Visit our website - <https://www.ozharvest.org/give-a-little-love/donate-money/>

DONATION SLIP

Please email the information below to donate@ozharvest.org and include the donation slip info below to ensure that we receive the funds and are able to send you a tax deductible receipt and thank you. Copy and Paste / or Print and Post the information below.

- Full Name:
- Company/Organisation:
- Authority to Fundraise number (Supplied by OzHarvest):
- Total Amount Donated:
- Email:
- Contact number:
- How did you donate funds to OzHarvest? (Bank transfer/ via credit card on phone/ on the OzHarvest website)

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