

A GUIDE TO BEING A

HUTT ST HERO

Community Fundraising Toolkit

rebuilding lives

huttst
CENTRE



ABOUT HUTT ST CENTRE

Hutt St Centre is a place of hope and opportunity, helping people facing homelessness to rebuild their lives, without judgement.

Each year Hutt St Centre serves up to 40,000 meals and offers social work and support services to nearly 2,000 people. Showers, laundry facilities, visiting health professionals, an aged city living program for our older clients, recreation activities, education and training, legal aid and assistance with finding housing are all services provided to up to 200 people experiencing homelessness each day.

Homeless but not helpless, Hutt St Centre believes in a society that provides all humans no matter their race, status, or conditions, equal opportunities in order to live a full life.



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WAYS YOU CAN HELP

HOST YOUR OWN EVENT



A dinner party or quiz night can be a great way to get together for a worthy cause, not to mention they're a bunch of fun! It can be as small or big as you want it to be and you can easily incorporate activities, games, raffles and auctions to help increase your fundraising. The list is endless so be creative!

CHALLENGE YOURSELF



Ask your friends and family to sponsor you to go without something or set yourself a fitness challenge. You can set up an online fundraising page to share with your supporters and receive donations.

IN LIEU OF GIFTS



Ask your friends to donate to Hutt St Centre in lieu of birthday, wedding or Christmas gifts. Would you be willing to ask your friends and family to show their generosity to those in need this year? It's easy to set up a fundraising page and personalise to make it your own.

BAKE SALE OR CASUAL DAY AT SCHOOL



This fun and social activity is a great way for children (and parents) with a knack for being creative to get involved. You can get your local community involved by requesting donations from local businesses, to increase proceeds on the day. Alternatively, bring a bake sale to your workplace or community sports club.

OR COME UP WITH SOMETHING NEW



We LOVE hearing about creative fundraising ideas!

PAST HUTT ST HEROES

LEA-ANNE AND AOIFE RUN TO MELBOURNE

In 2019 Lea-Anne and her furry best friend Aoife (also known as Pup + Girl) set themselves a huge challenge and ran to Melbourne to support Hutt St Centre. They raised over \$5,000 for South Australians experiencing homelessness.



TARYN'S \$6 FOR 6 DAYS IN LOCKDOWN

In November 2020 when South Australia went in to lockdown, Hutt St Hero Taryn Brumfitt was concerned for people with no where to go, so she put together an online fundraiser and raised over \$23,000 for Hutt St Centre!



CODAN'S GOLF DAY

Codan held a corporate Golf Day with a number of fun and interactive fundraising activities, including an auction and raised over \$62,000 for Hutt St Centre.



HOW TO GET STARTED

STEP 1

Consider how you'd like to fundraise for Hutt St Centre. Think about the kind of event or activity you would like to organise and what resources you will need. Get creative! We find that sometimes the most unique and interesting fundraisers are the most successful (and fun!).

STEP 2

Next you'll need to register your fundraiser with us. This can be done online by setting up your personal online fundraising page, or by completing the form at the end of this guide and sending it to Mikayla at events@huttstcentre.org.au. Once we have received your application, we will send you a letter of approval and you can get started!

STEP 3

Time to get organising! Make sure you communicate and let people know what you're doing and why it's important to you.

Social media is a great way to reach your networks and get the word out.

STEP 4

Now is the time to run your fundraiser! Make sure you have a couple of helpers if you're running a big event, and don't forget to have fun!

STEP 5

Tell us how it went! Now that your event or activity is done, we'd love to hear about it. Don't forget to tag Hutt St Centre in any photos you post on social media, too.

STEP 6

If you have created your fundraiser online, the funds will automatically come to Hutt St Centre. If you haven't set up an online fundraising page you will need to contact us so we can arrange the best way for you to make your donation.

STEP 7

Be proud that you have helped to rebuild the lives of South Australians at risk of or experiencing homelessness and don't forget to thank the people who supported you!

REGISTER YOUR FUNDRAISER

Contact Name:

Organisation (if applicable):

Email Address:

Postal Address:

Phone Number:

Date of Birth:

Are you over 18?

You can still fundraise for us if you're under 18 but you will need a parent/guardian to complete the registration form on your behalf.

Yes No

Have you fundraised for us before?

Yes No

Name of Fundraising activity or event (if applicable):

Date of proposed activity or event: / /

Description of your activity or event? What type of activity/event and how funds will be raised
e.g. Running 5km every day for one month and asking friends and family to donate.

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What is your fundraising goal?

TERMS & CONDITIONS

HUTT ST CENTRE FUNDRAISING AGREEMENT

Thank you for supporting Hutt St Centre - your support will help us continue to provide essential and wellbeing services to South Australians at risk of or experiencing homelessness.

1. The 'organiser' is defined as the individual, group, or organisation who are fundraising on behalf of Hutt St Centre. The applicant must be solely accountable for organising and managing the fundraising activity or event and ensure it is carried out in a responsible and appropriate manner.
2. The organiser must hold an approval to fundraise issued by Hutt St Centre as required by The Australian Government under the Collections for Charitable Purposes Act (1939). The organiser is not permitted to fundraise on behalf of Hutt St Centre before they have received this approval. The organiser will be notified by Hutt St Centre when their fundraising activity or event has been approved/registered. Please visit the below link to ensure your fundraising activity or event complies with the relevant legislations and regulations surrounding fundraising in your state <http://www.fundingcentre.com.au/help/fundraising-legislation>
3. All fundraising activities are to be conducted in the name of the organiser and are the sole responsibility of the organiser.
4. Hutt St Centre are not able to assist in the coordination of any fundraising activities or events. Hutt St Centre are unable to develop and distribute promotional material, or provide any goods or services to assist in the running of your fundraising activity or event.
5. Usage of the Hutt St Centre logo on promotional material must be approved by Hutt St Centre prior to distribution. This applies across all promotional media, regardless of medium. (Please contact events@huttstcentre.org.au with your proposed content to be considered for approval).
6. Hutt St Centre must be referred to by its official brand name, 'Hutt St Centre' without a preceding 'the' and using the abbreviated form of Street.
7. Event organisers must clarify that they are raising funds on behalf of Hutt St Centre, rather than naming Hutt St Centre as the organisation running the activity or event.
8. It is the responsibility of the organiser to ensure their fundraising activity or event meets appropriate safety standards, and that public liability insurance and first aid facilities/personnel is sought where necessary.
9. Hutt St Centre is not liable for any damages or medical expenses incurred during a community fundraising activity or event.
10. The organiser is not permitted to approach members of the general public with door to door, street, or telephone collections as part of their fundraising activity or event.
11. Hutt St Centre reserves the right to withdraw approval on a community fundraising activity or event at any time if terms and conditions have been breached, and/or the organiser is damaging the reputation of Hutt St Centre.
12. All media material and press releases must be approved by Hutt St Centre prior to circulation. Please allow five days for approval and we are happy to discuss any ideas you may have.
13. Loan of Hutt St Centre's promotional material are approved on a case by case basis. Any promotional material borrowed from Hutt St Centre, must be collected by the organiser and returned within 14 days from the conclusion of the fundraising activity or event. Items to be collected from 258 Hutt St, Adelaide, between our office hours Monday to Friday 9am-4.30pm.
14. Organisers are required to send all proceeds raised to Hutt St Centre within 14 days from the conclusion of the fundraising activity or event.

**THANK YOU FOR BEING
A**

**HUTT ST
HERO**



and helping
Hutt St Centre to end
HOMELESSNESS