

rebuilding lives

huttST
CENTRE

A work of the Daughters of Charity



GUIDE TO COMMUNITY FUNDRAISING

ABOUT HUTT ST CENTRE

WHO IS HUTT ST CENTRE?

Within the heart of the city of Adelaide, Hutt St Centre is a frontline agency for homeless and vulnerable people.

Started by the Daughters of Charity in 1954, Hutt St Centre is a multi-service, non-residential agency providing essential and professional services to help people facing homelessness and disadvantage achieve secure housing and social inclusion.

Hutt St Centre is a place of hope, helping people to rebuild their lives without judgement. Homelessness can and does happen to anyone.

**EVERY YEAR 5,985
PEOPLE EXPERIENCE
HOMELESSNESS IN
SOUTH AUSTRALIA.**

HOW DOES HUTT ST CENTRE HELP?

Hutt St Centre is a welcoming place which provides a sense of belonging and support to men, women, and families experiencing homelessness.

We provide a range of essential and professional support services to assist people in exiting their homelessness. Below are some of the services we provide to the 200 plus people who visit Hutt St Centre each day.

SERVICES WE PROVIDE:

- Free breakfasts and low cost two-course lunches
- Showers, secure lockers, and laundry facilities
- Pathways to Education, Training and Employment
- Social work services
- Visiting health professionals, e.g. Dentist and RDNS Nurse
- An aged city living program for our older clients
- Recreational activities, e.g. Art and Music lessons
- Visiting lifestyle and support services, e.g. Legal aid and hairdressers

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WHY WE FUNDRAISE

YOUR SUPPORT IS VALUABLE TO US

Whilst some programs at Hutt St Centre are government-funded, we rely on the generosity of organisations and the community to enable us to continue to provide essential services and education and training for people experiencing homelessness and disadvantage. With ongoing support from the community, we will be able to continue to provide these services and assist people in exiting their homelessness.

WAYS TO FUNDRAISE

DONATION TINS

Place a Hutt St Centre branded donation tin in your school, workplace or at your own fundraising event to increase community support.



SCHOOL BAKE SALE OR SAUSAGE SIZZLE

This fun and social activity is a great way for children (and parents) with a knack for cooking 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.



HOST AN 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! 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 your car, phone or a particular food for a day or week. This is a great way to challenge yourself with one of the issues that people facing homelessness may deal with every day. You can set up an online fundraising page to share with your supporters and receive donations, using either of our online fundraising platforms, [Go Fundraise](#) or [Everyday Hero](#).

ASK YOUR FRIENDS TO DONATE TO HUTT ST CENTRE IN LIEU OF BIRTHDAY GIFTING

Would you be willing to ask your friends and family to show their generosity to those in need on your birthday this year? It's easy to set up a fundraising page and customise the theme, title and add images to personalise your page.



A STEP-BY-STEP GUIDE TO COMMUNITY FUNDRAISING

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. It's best to choose something that you are passionate about, that your friends and family will be excited to support.

STEP 2

Next you'll need to register your fundraiser with us. This can be done online through our website, or by completing the form at the end of this guide. Once we have received and processed your application, we will send you a letter of approval and you can get going! We will also provide you with some promotional gear and donation tins at this stage.

STEP 3

The time has come to organise your event or activity! You'll also need to think about promotion at this stage. 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 event or activity! 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. We'll also arrange the return of donation tins and any other items loaned from Hutt St Centre at this point.

STEP 6

Finally, make your donation. You can now donate the funds raised through your event or activity back to Hutt St Centre and give yourself a big pat on the back.

STEP 7

Be proud that you have helped to transform the lives of people facing homelessness in South Australia and don't forget to thank the people who supported you!

How your \$ HELPS

\$100

**WILL PROVIDE A STARTER PACK FOR
THOSE MOVING FROM STREET TO HOME.**

\$250

**WILL PROVIDE
EMERGENCY ACCOMMODATION FOR A
FAMILY IN CRISIS.**

\$1000

**WILL ENABLE TWO OF OUR CLIENTS TO
GAIN THEIR FIRST AID CERTIFICATE,
FORKLIFT DRIVERS LICENCE, AND
WHITE CARD TO REACH EMPLOYMENT
GOALS.**

\$5000+

**WILL PROVIDE EMERGENCY
ACCOMMODATION FOR 15 HOMELESS
FAMILIES WHILE WE FIND SAFE AND
STABLE HOUSING FOR THEM.**

FUNDRAISING TIPS AND TRICKS

CREATE AN ONLINE FUNDRAISING PAGE

There are many benefits to online fundraising: You can:

- Eliminate cash handling and receipting for donations
- **SHARE YOUR PAGE** through social media platforms
- Enable donations from supporters who are interstate or overseas
- Track and share your fundraising efforts with your supporters
- **CUSTOMISE YOUR PAGE** with photos, information regarding your event or activity, and relevant links.

**FUNDRAISERS WHO
CUSTOMISE THEIR SUPPORTER
PAGE BY ADDING PHOTOS,
VIDEOS AND BLOG ENTRIES
RAISE MORE FUNDS.**

—EVERYDAY HERO

GREAT WAYS TO SPREAD THE WORD

USE SOCIAL MEDIA to let your people know what you're doing.

Include a story in your office or school newsletter if possible.

PUT UP A POSTER IN YOUR WORKPLACE or leave flyers with local business who are happy to promote your activity or event.

Try approaching your local community groups and businesses to let them know what you're doing and see if they can **SUPPORT OR SPONSOR YOU**. Bring your letter of approval to provide the details of your event and show people what you're doing.

EXTRA USEFUL TIPS

SET YOURSELF A TARGET, THEN SHARE IT. This will help supporters understand your goals.

Share your fundraising page frequently with your support networks.

CHOOSE SOMETHING YOU'RE PASSIONATE ABOUT.

This way you'll inspire others to share your passion.

MAKE IT EASY AND HAVE FUN – make sure you aren't asking too much of your supporters.

COMPANY MATCHING

Ask your employer to match your fundraising efforts.

**BE CREATIVE
AND HAVE
FUN!**

**TELL YOUR
SUPPORTERS WHY
THE CAUSE IS
IMPORTANT TO YOU**

COMMUNITY FUNDRAISING FAQs

CAN I USE THE HUTT ST CENTRE LOGO ON PROMOTIONAL MATERIAL FOR MY EVENT OR FUNDRAISING ACTIVITY?

Before using the Hutt St Centre logo on any of your promotional material, including both online and print, you will need approval from Hutt St Centre. Approval is given on a case by case basis. Please email events@huttstcentre.org.au regarding any requests for approval.

When using the Hutt St Centre logo you must clearly state that you are raising funds on behalf of Hutt St Centre, rather than implying that your event is managed by the organisation. Examples of appropriate wording include: *'Proudly supporting the work of Hutt St Centre'* and *'Fundraising for Hutt St Centre'*.

CAN I NAME MY EVENT UNDER AN EXISTING HUTT ST CENTRE BRANDED EVENT? E.G. 'COMPASSIONATE DINNER'

Hutt St Centre own the naming rights to all of our branded events. We are unable to lend our Hutt St Centre branded event names to community fundraising events.

ARE DONATIONS COLLECTED TAX DEDUCTIBLE?

Any donations of \$2 and above are tax deductible. Online donations made through Everyday Hero and Go Fundraise will be automatically receipted.

For cash donations we can provide you with a donor receipt form to record donor details and Hutt St Centre will issue receipts based on the information provided by the organiser. Please ensure this information is accurate.

Please note that monies received in exchange of goods or services, e.g. event tickets or auction sales, do not constitute a donation and are therefore not tax deductible.

DO I NEED INSURANCE, OR AM I COVERED BY HUTT ST CENTRE?

For large public events you may require Public Liability Insurance. This can be gained through a private insurer and the cost will depend on the size of your event. The event organiser must bear this cost.

It is important that you gain any necessary permits for the type of event you are hosting. Some activities require permits e.g. raffles and auctions where the total prize pool is over a certain amount. For events held in public places, permits may be required, you're best to check with your local council. If you have any queries please contact Hutt St Centre, or visit www.cbs.sa.gov.au and search under 'Gaming' for a full list regulations in South Australia.

CAN HUTT ST CENTRE PROMOTE MY EVENT OR PROVIDE ME WITH ANY PROMOTIONAL MATERIAL OR COLLATERAL FOR MY EVENT?

Upon granting approval of your fundraising activity or event, we will send you downloadable resources to use in promoting your activity or event.

Additionally, we can provide donation tins to all community fundraisers.

With approval on a case by case basis we are also able to lend Hutt St Centre pull up banners, and merchandise to sell on behalf of Hutt St Centre at your event, depending on availability.

For further enquiries please email events@huttstcentre.org.au or call 8418 2505.

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REGISTER YOUR FUNDRAISER

Contact Name:*

Organisation (if applicable):

Email Address:*

Postal Address:*

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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):

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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. Quiz night at local sporting club with auction profits to be donated to Charity.

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How many people do you expect will participate in your activity or event?

What is the expected income of your fundraising activity or event?*

What percentage of the income will be donated to Hutt St Centre?*

☐ 25% ☐ 75%

☐ 50% ☐ 100%

How do you plan to donate proceeds to Hutt St Centre?*

- ☐ Cash donation
- ☐ Bank transfer
- ☐ Cheque

Will company matching be available for funds raised?

To encourage fundraising, why not set up an online fundraising page through Everyday Hero or Go Fundraise? This will make processing of donations easy for you and your supporters.

Everyday Hero - <https://nfp.everydayhero.com/au/hutt-street-centre>

Go Fundraise - <http://huttstcentre.gofundraise.com.au/>

Do you require a donor receipt form to record donations for tax receipts?

- ☐ Yes
- ☐ No

Would you be interested in selling Hutt St Centre Merchandise at your activity or event?
(dependant on availability)

- ☐ Yes
- ☐ No

We love sharing your success stories to encourage others to support Hutt St Centre

I Agree that any photos or videos provided to Hutt St Centre may be used for marketing and promotional purposes worldwide in any media, without notice or any fee being paid:

- ☐ Yes
- ☐ No

Before submitting your registration, please ensure you have read and are aware of Hutt St Centre's Fundraising Terms and Conditions (found on the following page).*

- ☐ I have read and agree with Hutt St Centre's Fundraising Terms and Conditions.

Name:

Signature:

Date:

HUTT ST CENTRE FUNDRAISING AGREEMENT

TERMS AND CONDITIONS

Thank you for supporting Hutt St Centre – your support will help us continue to provide a safe place of hope, warmth and belonging, providing essential services to meet the needs of people experiencing homelessness and disadvantage in South Australia.

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 !

Thank you for choosing to fundraise
for Hutt St Centre.

Every dollar you raise will help
Hutt St Centre continue to provide
essential and professional services to enable people
experiencing homelessness to rebuild their lives.