



together we can make a difference*



ABOUT YOUR EVENT

1. What kind of event can I host?

There are so many options when it comes to choosing the type of event you would like to hold. You could have anything from a backyard BBQ or pink themed morning tea through to a gala dinner or golf day! The choice is yours and we are here to support you throughout your event.

For some inspiration on fundraising ideas have a look at our A-Z List of Fundraising Ideas or have a look at our online event calendar to see what other registered Community Friends are doing.

2. Why do I need to register my fundraising?

As a registered charity, our charitable licensing agreement states that anyone collecting money on behalf of the McGrath Foundation or promoting their support of us must be officially registered. We are regularly audited and we need to be able to show that anyone fundraising on our behalf is officially registered to fulfil our guidelines, please let the Community Friends Team know if you have any questions about this.

The registration process is really easy and all you have to do is register via the 'Register Now' button the top right of the home page. You will then be issued your Letter of Authority to Fundraise and ID badge which authorises you to fundraise on our behalf.

In addition, once you are registered, we are able to provide support by sending you McGrath Foundation consignment merchandise, collection tins, an event starter pack (posters, balloons, flyers etc) and give you general support and guidance in the lead up to, during and after your event. We can also help you to promote your event by adding it to our online event calendar and can give you ideas on other ways to help promote your event.

3. How long will it take for my approval to come through?

Your approval confirmation email will be sent to you approximately 48 hours after you have submitted your online application. If there are any questions regarding your form, a representative from the Community Friends Team will be in contact with you. Once your event has been approved, a representative from the Community Friends Team will be in touch to work with you in the lead up to your event and to support you the best we can.

4. My event is in two days, do I have time to register?

Absolutely! Please still register and we will do our best to make sure that you are approved in time. Your Letter of Authority to Fundraise and ID badge are automatically generated and emailed to you within approximately 48 hours so once the form has been submitted the process is very quick. Please feel free to call the Community Friends Team on (02) 8962 6100 during office hours for any last minute requests and we can accommodate you the best we can.

5. How will the McGrath Foundation support with my fundraising event?

Your representatives from the Community Friends Team at the McGrath Foundation are available to support you as best we can, no question is too big or small, so please ask.

Once you have registered your event you will receive support from the McGrath Foundation in many different ways. We will be able to send you an event starter pack containing information flyers, balloons, donation envelopes and a poster to help pink up your event. You can also ask to receive a donation tin to have at your event and we can send you our logo to use on promotional materials if requested.

Should you wish to add another fundraising element to your event we can send you out some official McGrath Foundation merchandise. If you would like some help promoting your event we can add you to our online event calendar and don't forget, if you set up your online fundraising page you will be able to reach an even larger amount of people by posting your event on Facebook and Twitter.

As it is your event, you will run the event on the day itself, but we will happily provide you with information along the way- we are just a phone call away!

6. How much money do I need to raise to be able to fundraise for the McGrath Foundation?

There is no set amount that you need to raise in your fundraising. The McGrath Foundation are so grateful to receive donations and funds from a variety of different registered events and each and every donation helps us place McGrath Breast Care Nurses in communities right across Australia and to increase breast awareness in young women.

7. Where does the money go?

Funds raised help the McGrath Foundation to place McGrath Breast Care Nurses in communities' right across Australia, as well as to increase breast awareness in young Australian women. To date we have placed 65 McGrath Breast Care Nurses around Australia supporting Australian women and their families experiencing breast cancer and it costs around \$350,000 to fund a single breast care nurse for a three year period. Our goal is to have 150 McGrath Breast Care Nurses around Australia and we are almost half way there, so we need your support!

ABOUT YOUR REGISTRATION

8. How do I know if I am a Business Event or a Community Event?

A Business Event is run by a company or group with an ABN. As well as large companies, this can include schools, stores and sporting clubs.

Community Events are run by individuals or groups without an ABN and may include members of the community hosting a BBQ, ladies night, movie night or lunch.

If you are unsure of which form to fill in please contact the Community Friends Team on (02) 8962 6100 or communityevents@mcgrathfoundation.com.au.

9. What happens after I register?

After you have registered you will receive a confirmation email immediately to the email address provided. The email will contain a unique fundraising number which will be used in all communication with the McGrath Foundation.

You will then receive a phone call from a member of the Community Friends Team who will be your point of contact in the lead up, during and post your event.

If you chose to have an online fundraising page, you will also receive a separate email with your login details for this page which will help you start your fundraising as soon as you register. It's really simple

to use, but please don't hesitate to get in touch with the Community Friends Team on 02 8962 6100 or communityevents@mcgrathfoundation.com.au if you have any questions or need help.

10. What do I do if I lose my confirmation emails?

Contact the Go Fundraise Team on 1300 889 272 during normal business hours or at support@gofundraise.com.au and they can look up your details for you.

11. What do I do if I need to cancel or postpone my event?

We understand that things happen and that there may be unavoidable circumstances that may force you to cancel or postpone your event. Please contact the Community Friends Team on (02) 8962 6100 or communityevents@mcgrathfoundation.com.au and we can update your registration.

12. Can I have a McGrath Foundation representative at my event?

We are lucky to have many events held in support of the McGrath Foundation each year. As you can understand, we would love to be able to send a representative to all the events that fundraise for the McGrath Foundation, and while we will always do our best to send a representative to your event when requested, we cannot guarantee this.

Once your registration has been approved, a member of the Community Friends Team will give you a call to discuss your event. If you would like a representative, please let us know and we will work with you to see if someone is available to attend. As mentioned, we can't promise but we will do our best!

13. Do I have to register online?

The McGrath Foundation offers online registrations to make the process easier for you. We do understand however, that this may not be the best option for some of our supporters. If you would prefer to submit an application through the post or by fax, please contact a member of the Community Friends Team on (02) 8962 6100 or by emailing communityevents@mcgrathfoundation.com.au

ABOUT PROMOTION

14. How can I promote my fundraising?

There are lots of ways that you can promote your event to make it as successful as possible. You can contact your local radio stations and newspapers and tell them about your event and how you are supporting the McGrath Foundation. Better yet, ask them to come down to your event and take some photos!

You can make flyers or posters and go around to the shops in your local community and ask them to post them up. You would be amazed at the generosity of members of the community when you are raising money for charity. Remember to have your official Letter of Authority to Fundraise and ID badge (available to you once you are registered) to show that you are officially registered. We can list your event on our online events calendar to help promote it through our website.

If you requested an online fundraising page, put this on your Facebook, Twitter and email it around to your friends as this is a great way to promote your event and to receive additional donations.

15. Can I order some McGrath Foundation merchandise to sell at my event?

Selling merchandise is a great way to raise some additional funds at your registered event. If you have indicated on your registration form that you would like to sell merchandise, a representative from the Community Friends Team will be in contact with you to organise this.

Please keep in mind that we need a minimum of 10 days to get merchandise out to you as it is based out of a warehouse and not at our office.

16. Can I use the McGrath Foundation logo on my promotional materials?

The McGrath Foundation has unique logos for our Community and Business Event supporters and these have been designed specifically for you to use on your promotional materials.

Simply indicate that you would like to receive the logo when completing your registration and a representative from the Community Friends Team will send it out to you once approved. If you have registered and you realised you forgot to tick that you would like a logo, no worries, just get in touch with the Community Friends Team on 02 8962 6100 or communityevents@mcgrathfoundation.com.au and we will send you the logos.

Please remember that you cannot use our logo on any materials until you have received your confirmation email once submitting your application. We will then need to see all materials before they go to print, to ensure it fits in with our style guide. If you don't want to create your own posters, you may like to use our McGrath Foundation posters. One of these posters will be included in your Event Starter Pack.

17. I would like to hold a raffle or auction at my event, how do I go about this?

A raffle or auction are both great ways to fundraise at your event and are a lot of fun to take part in. If you are organising a raffle or auction, all prizes should be donated with no cost to your event. It is your responsibility to obtain any necessary permits or licenses for your event, and to review fundraising regulations with your state authority. We suggest you contact:

STATE	AUTHORITY	CONTACT
NSW	The Office of Liquor, Gaming and Racing www.olgr.nsw.gov.au	(02) 9995 0300
VIC	Dept. Justice (Consumer Affairs Vic & Vic. Commission for Gambling Regulation) www.consumer.vic.gov.au	1300 558 181
QLD	QLD Office of Gaming Regulation www.olgr.qld.gov.au	13 74 68
WA	Dept. Racing, Gambling & Liquor www.accc.gov.au	1300 302 502
TAS	Liquor and Gaming branch representing Tasmanian Gaming Commission www.gaming.tas.gov.au	(03) 6233 3100
NT	Licensing and Regulation Division, NT Dept. Of Justice www.nt.gov.au/justice/licenreg/gaming/index.shtml	(08) 8935 7777
SA	Office of Liquor and Gambling Commissioner www.olgc.sa.gov.au	131 882
ACT	ACT Gaming & Racing Commission www.ors.act.gov.au	(02) 6207 3000

ABOUT ONLINE FUNDRAISING

18. How do I use my online fundraising page?

When you register your event, you will be given the option of setting up a unique online fundraising page. This will help you drive online donations through your friends, family, teammates and colleagues as well as allowing you to spread the message about your fundraising through social media platforms such as Facebook and Twitter.

Your online fundraising profile is intended make things easier for you and help to supplement fundraising efforts at your event. It is a really easy way to share information with your friends and

family and build the excitement about your event. It is not compulsory for you to utilise your fundraising profile, although it is recommended as it will automate receipts for your supporters and is an easy way to fundraise and meet your goal by reaching out to your online networks. It's easy – just a click of a button allows you to update the funds raised to your Facebook profile!

19. How does the online fundraising page work?

Once you have registered your event, you will be given the option to set up your online fundraising page and it is a simple process to set up. The money that you raise via your online fundraising page will automatically be donated to the McGrath Foundation and will be tallied up against your event's fundraising total. The only money you need to worry about remitting is the money you raise on the day. The money raised at your event, once remitted, will be tallied and added to your online fundraising to reflect your overall efforts.

If you have any questions about your fundraising page or for technical assistance please contact the Go Fundraise team on support@gofundraise.com.au or call 1300 889 272 during normal business hours.

20. What happens if I lose my login details for my online fundraising page?

We understand that there is a lot of information to take in, but if you have lost your login details for your online fundraising page or need any technical assistance, please contact the Go Fundraise Team on support@gofundraise.com.au or call 1300 889 272 and they will be able to help you.

21. Do I have to use the online fundraising page?

You don't need to set up an online fundraising page in order to raise funds for the McGrath Foundation, this is simply an option we have set up with Go Fundraise to make the process easier for you and to maximise the number of people you can reach. Not every event will benefit from an online fundraising page, however the option is there if you would like it.

ABOUT REMITTANCE

22. How does remittance work?

Once your event is over, a member of the Community Friends Team will be in contact with you to hear how everything went and to answer any questions you may have. After touching base with you, we will send you an Event Remittance Form. This form will ask you to tally up the money raised through different fundraising elements from the day such as a collection tin, McGrath Foundation merchandise sales and from all other donations. We need this information for our auditing purposes and it makes it easier for us to track money coming into our accounts.

This form makes it easier for everyone to keep track of funds raised and means that we can be sure all funds are allocated to your individual event so that we can then send you a receipt and let you know your fundraising total.

23. When do I need to remit all funds raised?

We ask that all funds are remitted within four weeks of your event to comply with our Charitable Licensing Agreement. We understand that there are some occasions when payment may be delayed - in this instance we just ask that you contact a member of the Community Friends Team and let us know.

24. What about the money from the online fundraising page?

The money that you raise from your online fundraising page will automatically be deposited into the McGrath Foundation account with your individual event number as a reference and will be included as part of your overall fundraising tally.