

**Fundraising for**

# **Catherine House Inc.**



**Catherine House Inc.**

# Supporting Catherine House Inc.

## Welcome!

Thank you for choosing to support the work of Catherine House. Your support is very much needed and appreciated!

Community Support including events or activities that are organised by a person or organisation outside of Catherine House contributes greatly to the overall services that can be provided to our clients.

**Currently, approximately 38% of our income is thanks to the generosity of the wider community**

There are so many ways to fundraise and raise awareness for Catherine House , and our Fundraising Team are here to support you every step of the way.

This Fundraising Guide will provide you with the information you require to register and run a fundraising activity/event to support the work of Catherine House.

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## Contact:

For more information please contact the Catherine House Fundraising Team: (Jaylee, Alexandra and Shannon)

P: (08) 8232 2282 - option 3  
E: [fundraising@catherinehouse.org.au](mailto:fundraising@catherinehouse.org.au)

PO Box 6031  
Halifax Street  
ADELAIDE SA 5000

# About Catherine House Inc.

**Catherine House provides supported accommodation services to women experiencing homelessness in South Australia, who are 18 years and older, and unaccompanied by children.**

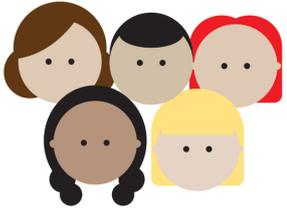
**Catherine House is Adelaide's only recovery based service for women experiencing homelessness.** We believe that every woman is a woman of potential, with capacity and capability, and the right to choices that lead to a dignified life.

Our mission is to offer recovery-orientated support that works with the women accessing our emergency accommodation and services, helping them to achieve greater personal well-being, social and economic participation and a meaningful and satisfying life.

We assist women to find sustainable solutions by connecting them with employment, education housing, health services, family and social supports. Our aim is that women leaving our services are equipped with the skills to be able to resume a productive and satisfying life, one that we know she can have. This cannot be achieved without the support of the business sector, the wider community and generous individuals.

Our recovery model includes two mental health programs, as well as large number of in reach services from government and private providers, and pro bono partnerships with private providers, ensuring that each woman has the opportunity to link with the services she needs to recover from the issues that brought her into homelessness.

# Catherine House: THE FACTS



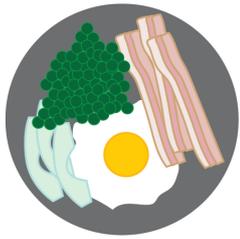
59

women stay at Catherine House every night of the year



25-30

women on waiting list for accommodation at Catherine House



735

meals are served every week to women staying at Catherine House



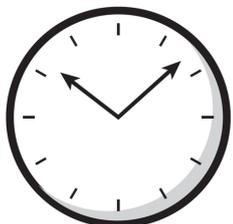
1,267

hours of phone support to women in crisis (intake worker)



3,120

hours of outreach support per year



8,190

hours of intensive case work per year

# FUNDRAISING.

## Where do I start?

Before you start fundraising, it's always a good idea to ask yourself (or your team!) the following questions:

? How much time do I have to dedicate to fundraising?

What resources do I have to fundraise?



? Who are my contacts and networks to reach out to for support?

Why is fundraising and Catherine House important to me?



? What will my fundraising goal be?

# FUNDRAISING.

## Seven simple steps:

- 1. Decide your activity**

Decide what type of fundraising activity you would like to organise and determine what is required to host your activity.
- 2. Register your activity**

Once you've decided what your activity will be, let the team know!  
Either call us on (08) 8232 2282 or send us an email at [fundraising@catherinehouse.org.au](mailto:fundraising@catherinehouse.org.au) so we can register your activity and provide you with Letters of Authority and other documents to confirm that Catherine House has approved your fundraising activity.
- 3. Collect your resources**

There are a number of materials available to you to support your fundraising activity, from banners to balloons, fundraising posters and donation boxes.
- 4. Start your fundraising!**

This is the exciting part - start raising funds! Create your online fundraising page and spread the word for extra support!
- 5. Bank your funds**

Within 30 days of completing your activity, send any funds raised together with the included Banking Form back to Catherine House.
- 6. Say thank you!**

If any of your donors require a receipt for their donation, record their details on the included Receipt Request Form and send back with the funds raised. Catherine House will issue receipts to your donors on your behalf.
- 7. Celebrate your achievements**

Once Catherine House has received the money you have raised, your fundraising achievements will be acknowledged and celebrated!

# Ways you can **FUNDRAISE:**

- Casual Day - your workplace, kindy or school
- Online Fundraising - create your own fundraising page
- Sausage Sizzle - your own event, Bunnings Warehouse or local shopping centre
- Take on a challenge!
- Raffle - use your contacts to donate prizes
- Trivia Night / Movie Night / Bingo Night
- Golf Day
- In Kind donations - please contact us for our "Wish List"
- Host your own Gala Dinner or Cocktail Party
- Online Auction
- Wine drive
- Donation boxes
- Plus hundreds of more ideas....the opportunities are endless!

## **Tips for successful Fundraising:**

- Date - ensure you have enough time to plan and make sure it doesn't clash with any other events
- Venue - make sure to ask the venue manager if they can waive/reduce hire fees as your event is for charity
- Entry price - make sure entry price is reflective of the event. EG: entry fee for a Quiz Night is generally \$15 - \$25
- Promotion - SHARE, SHARE, SHARE! Social media is free and is a great way to promote your event/activity. Setting up a Facebook Event is another great way to invite people along
- Have fun and know you are truly supporting women who need your support!

# Things to **REMEMBER:**

- The Catherine House Fundraising Team are here to support your fundraising and ensure that you do it in a fun, safe and legal way!
- If you are organising a raffle, door-to-door fundraising or collection, please ensure you comply with all relevant state and national laws and regulations. For more information, please contact the Catherine House Fundraising Team.

## **Tax deductible donations:**

- If any of your donors require a receipt for their donation (\$2 or more), please record all details on the Receipt Request Form and send to Catherine House at the completion of your fundraising.

Please note:

- You cannot claim a personal tax deduction for monies received and or donated on behalf of others
- You cannot claim a tax deduction for gifts that are donated to your activity and are not a "true" donation ie. buying a ticket for a fundraising event or a raffle ticket is not tax deductible.
- For more information on tax deductible regulations please visit the ATO website

# The Catherine House LOGO



**The Catherine House logo is a woman standing tall, her legs elongated to give the impression of inner strength and resilience.**

**She is holding her arms in celebration of taking control and giving herself shelter in a difficult time.**

**Her legs are different lengths to emphasise movement – she is moving forward, she is progressing positively with her life.**

**Gold suited this image as it is resilient and has always been of value.**

Looking to create your own promotional material for your fundraising activity? We can provide you with copies of our "proudly supporting" logo!

Before any materials can be published, we ask for you to send the design to us for approval of logo usage.

We can also assist with wording to promote your support to Catherine House and provide key messages.

## Logo examples:



# Catherine House

## Fundraising/Event Request Form

To comply with legal fundraising requirements in South Australia and Catherine House Inc. please fill out the form below and email to [fundraising@catherinehouse.org.au](mailto:fundraising@catherinehouse.org.au)

or post to:

Catherine House Inc - Fundraising Manager  
PO Box 6031 Halifax Street  
ADELAIDE SA 5000

### Contact Details

Business/Organisation Name: .....

Contact Person:..... Title:.....

Address:.....

Suburb: ..... Post Code:.....

Contact Phone:..... Mobile:.....

Email:..... Preferred communication:

Email  Phone

Mail  Nil

### Fundraising/Activity Proposal

In Kind Donation  Description of items .....

Event Name: .....

Event/Activity: .....

Event Location:..... Event Date:.....

Will 100% of proceeds be donated to Catherine House?

If there are multiple beneficiaries please list the charity name and percentage of amount to be donated:

### Support from Catherine House - Do you require any of the following?

Balloons  Donation Box

Brochures/Newsletter  Receipt Record Sheet

Social Media Post  Display Banner

Catherine House Logo

Once approved, Catherine House will issue you with a Letter of Authority  
Please feel free to display this letter at your event or as requested

# Catherine House

## AGREEMENT TO FUNDRAISE

Our organisation is required to meet various legal obligations that apply to fundraising in the community.

Catherine House has been granted a Section 6 and Section 7 Licence by the Office of the Liquor and Gaming Commissioner to collect money or goods, or conduct entertainment to which any charge for admission is made for charitable purposes under the "**Collection for Charitable Purposes Act, 1939**".

To help you organise your event, Catherine House has collated a list of points that must be followed to protect all participating parties. If you have any questions, please contact the Fundraising Manager on (08) 8232 2282, who can assist you further.

### Conducting a Fundraising Event benefiting Catherine House Inc.

- 1.The organiser of any fundraising event or activity needs to abide by all State / Territory charities' legislation and apply for any permits and authorities that may be required.
- 2.Organisers are advised to ensure they have the relevant insurance and indemnity considered necessary in association with any event that involves the general community or individual members of the public.
- 3.Organisers wishing to use the Catherine House Inc. "Proudly Supporting" logo **must gain approval.**
- 4.All publicity in reference to the fundraising event/activity should clearly state that the event activity is being organised by (name of organiser/company). All promotional material must be worded in such a way as to make it clear that Catherine House is either the only beneficiary, or is one of a number of charities benefiting from the event.
- 5.All promotional material, including media releases must be approved by Catherine House.
- 6.The organisers must not represent themselves as acting on behalf of Catherine House. If you would like a representative from Catherine House to attend please contact our office.
- 7.The organisers must not incur any expenses in the name of Catherine House.
- 8.All proceeds of the event benefiting Catherine House to be remitted within four weeks of completing the event or activity.
- 9.The organisers must fill in the attached form and forward it to the Catherine House Fundraising Manager for approval before conducting (including Promoting) the event.

Yes! I/We understand the above agreement terms to fundraise for Catherine House. We will ensure that Catherine House are informed of the development of any fundraising concepts and approve any promotional or media releasing citing Catherine House.

Signed: .....

Date:.....