

and help support people
with MND in Victoria

Until there's a cure, there's care

Joint responsibilities

To make sure that you are legally protected, and to protect the rights and responsibility of MND Victoria, you need to be aware of a number of things before you start.

MND Victoria's role

MND Victoria welcomes external support to raise funds for its services. Because we are a small organisation that runs very cost effectively, we do not have a dedicated events coordinator. However, the Supporter Development & Communications team are available to support your event wherever possible. This leaflet has been developed to provide you with information on how to successfully run an event. Please read it carefully.

Event costs

MND Victoria cannot underwrite the costs of your event or provide you with an audience. Please budget carefully and anticipate closely how much money it might take to launch and run your event. Be sure to track all your expenses, from start to finish.

Your responsibilities

Once you have decided to go ahead and fundraise it is important that you:

- * Advise us in writing (email is sufficient), the appropriate details for your proposed event, including the date, time and venue. This can be emailed to fundraising@mnd.asn.au.
- * Ensure you have a letter of authority from MND Victoria. This will help if you are seeking donations of goods and services from individuals and companies.
- * Ensure you are clear about the way monies will be collected and receipted.
- * Confirm the monies raised are to support the services provided by MND Victoria. Note: MND Victoria cannot participate in an event where the funds raised go to another charitable organisation, an individual or family. Our services aim to support all those touched by MND and, therefore, we cannot show favour to any one person. Please discuss this matter with the Supporter Development & Communications Manager if you have any concerns or doubts about this.

- * You (and in some cases, volunteer committee members and helpers) need to be registered as a volunteer fundraiser with MND Victoria to hold your event in support of our work. Registration with us provides insurance as volunteers for things such as loss of income in the event of injury. (Note this can be a simple one-time event volunteer registration).
- * Plan well ahead and create a realistic timeline to maximise the potential of your special event.
- * Respect and value the reputation of all stakeholders and maintain the quality of these organisations, including the clients of MND Victoria.
- * If you are organising an event such as a 'tin shake' at a street intersection, you will need a permit from Road Safety, Victoria Police. Please allow plenty of time to organise this. To get the permit, you must first apply for a Council permit. Once you have received the permit, email it to Road Safety, Victoria Police, along with a completed Highway Event Application Form from Victoria Police, which is available here: <https://www.police.vic.gov.au/highway-permit-applications>. The current email is roadpermits-oic@police.vic.gov.au and phone number is (03) 9247 5856. (October 2020).

Insurance

In relation to fundraising activities undertaken on behalf of MND Victoria, we have insurances that cover public liability and personal accident. The details on each are given below.

Public Liability

Our public liability insurance carries \$20,000,000 cover, indemnifying you (as a registered volunteer of MND Victoria) conducting an MND Victoria fundraising event against legal liability for personal injury and/or property damage claims made by third parties. This also provides cover for personal injury or property damage arising from goods sold where the Association has a liability.

Personal accident

This cover applies to MND Victoria registered volunteers undertaking an authorised activity or event on behalf of MND Victoria. It provides income protection in the event of an accident occurring while performing their duty at an authorised event. Amounts of protection vary according to the incident and injury.

To be eligible for these protections, it is essential that your event and the key volunteers involved in it be registered with MND Victoria. The Association will provide you with a Volunteer Single Event Registration Form to be completed by all volunteers participating in the event.

Paying in your funds raised

Creating an on-line fundraising page on MND Victoria's website is the easiest and simplest way to collect funds and have receipts automatically generated. If you choose not to set up an on-line fundraising page there are other options for getting the money to us.

By Mail

Cheques should be made payable to MND Victoria and sent to the Association together with a covering letter detailing your fundraising activities. Please mail your cheque to:

MND Victoria, P.O. Box 23, Canterbury Vic 3126

Note: Please do not send cash in the mail

By Bank Transfer / Credit Card / Debit

Please contact us on 1-800 806 632 for bank details or to provide us with your Card details.

Note: Normal office hours Monday-Friday, 9:00-5:00

What to do regarding raffles

The Victorian Commission for Gambling Regulation (VCGR) has published guidelines regarding raffles. There are three types of raffles under the Act and it is important that the VCGR requirements are met. The three types of raffles are dependent on the value of the prize pool. They are:

1. Prizes to the value of \$500 or less.
2. Prizes to the value of \$5,000 or less.
3. Prizes over \$5,000.

For raffles where the prize pool is over \$5,000, you need to obtain a minor gaming permit from the VCGR. We can assist you with your application for a permit.

Please note that if there is more than one prize available in your raffle, the first ticket drawn must win the first prize. "Reverse draw" raffles are not allowed.

For complete details on running a raffle, go to the Victorian Commission for Gambling Regulation website www.vcglr.vic.gov.au and select the Community and Charitable Gaming option.

Promoting your event

Please let us know whom you wish to invite to your event, and the sponsors you are seeking. We can promote your event, where appropriate, through our communications with our donors, such as our newsletter, bi-annual Donor Update, Facebook, Instagram, Twitter and website.

You will need to plan ahead to ensure that you can meet the publishing deadlines for the printed media. Please contact Supporter Development & Communications (fundraising@mnd.asn.au).

MND Victoria has a very dedicated network of supporters; however, they are not always potential participants in your event. Please do not rely on the MND Victoria membership to be your participants or attendees. The success of your event is measured not only in dollars but also in the new levels of increased awareness and future commitment it can create to support people living with MND.

Use of MND Victoria logo and name

We like to know who is fundraising in support of the services of MND Victoria and provide all the help we can to make it successful. Please let us know in writing (email is sufficient) what you intend to do. We can help you plan and anticipate any pitfalls. In return, we will supply you with a letter of authority so you can assure potential supporters that you have our approval (Appendix A).

You might want to include the MND logo on your material. We can supply this upon request. Please let us know in writing how you intend to use it. You must submit a copy to us for approval before publication.

We also have pull up banners available for use at

inside event venues and flying banners for use at outdoor events.

Media coverage

You might have contacts in the media who can help promote your event. We can provide you with information about the disease and our services for this purpose. We need to know what form of media you are intending to contact and how the event would be publicised.

Most media need to know about your plans at least one month in advance to organise a story, and perhaps a photo, in time for the event. Our experience is that they are rarely interested in post-event details unless they have been promoting pre-event.

Letter of authority

MND Victoria has a special letter of authority for you to use when approaching people to participate in your event. Business sponsors will be interested in ensuring you are a legitimate fundraiser, so please make sure you have this authority from us before you start. (Appendix A)

Speakers for your event

Having someone at your event who is able to speak about their experience with MND can greatly help its relevance and success. We have excellent staff and trained volunteer speakers but we must be advised well in advance if you wish to take up this opportunity as it is dependent on their availability.

Other fundraising items

We may be able to support your fundraising by providing items for sale and auction, subject to availability.

Merchandise

We can supply you with a range of economical MND Victoria merchandise if you would like to raise further funds in conjunction with the event.

Our current list includes:

- * Boxes of MND cornflower pins or brooches
- * 'Never Give Up' blue wrist bands
- * MND pens
- * Cards
- * Soft plush MND puppy and dinosaur
- * MND socks
- * MND hoodies
- * MND vests
- * MND beanies and scarves
- * MND singlets and leggings
- * MND baseball caps and sun visors
- * MND stubby holders
- * MND dog bandanas and dog leads
- * Blue cornflower jewellery

Auction items

From time to time, we are given items suitable for auctions or raffles. Please check with us for what we have in stock.

Other ways to help

Participation in other events organised to support MND Victoria and research help promote our cause and improve financial outcomes.

The "Walk to D'Feet MND" held in November at Princes Park, Carlton is an annual event proving very popular and important to those touched by MND. The Walk is a great means to raise funds for care and research into MND each year. You are welcome to join us and spread the word.

We want to encourage the organisation of Walks in other places in Victoria. Currently other walks are held in Geelong, Benalla, Bendigo, Ballarat and South East Melbourne annually.

If you would like to organise a Walk contact us at:

fundraising@mnd.asn.au

Website: www.mnd.asn.au

Facebook: <https://www.facebook.com/MNDVic>

Instagram: https://www.instagram.com/MND_Vic

Twitter: <https://twitter.com/MNDVic>

APPENDIX A: SAMPLE LETTER OF AUTHORITY



**Motor Neurone Disease
Association of Victoria Inc**

ABN 44 113 484 160
Registered Association No. A7518

PO Box 23
265 Canterbury Road
Canterbury Vic 3126 Australia

Phone + 61 3 9830 2122
Freecall 1800 806 632
Fax + 61 3 9830 2228
Email info@mnd.asn.au
www.mnd.asn.au

<Date>

Dear,

Re: XYZ Fundraising Event, <Date>

We are excited to hear that you will be holding _____ Fundraising Event to raise funds and awareness for MND Victoria. In order to support your fundraising activities, we will be able to provide you with merchandise, information leaflets and public liability insurance if required as part of your fundraising activities. In addition, if required and requested, we can provide you with a Credit Card machine that will allow you to take payments and donations with funds being credited directly to the MND Victoria bank account. If you require a Credit Card machine you will be given instructions on its use for processing both payments and refunds, as well as how to care for the unit. As we have only a limited number of credit card machines please let us know as soon as possible if it's required so that we can ensure one is available for you.

I am happy to confirm that MND Victoria is a not-for-profit organisation and that we provide support to Victorians who are living with MND, a disease for which there is no known cause, active treatment, remission or cure. On average, the time of death after diagnosis is 3-5 years, although for many the progression is much quicker.

We are a Public Benevolent Institution endorsed as a Deductible Gift Recipient effective 01 July 2000. On behalf of the Association I would like to thank you for supporting the work of MND Victoria. Please sign and return a copy of this letter for our files.

Yours sincerely,

Manager Supporter Development & Communications

I confirm that the _____ Fundraising Event will raise funds for MND Victoria.

I confirm that we will/will not require a Credit Card machine at this event

Name: _____ Date: _____



APPENDIX B: INDIVIDUAL ITEM DONATIONS SAMPLE THANK YOU LETTER

Address

<Date>

Dear ???

Thank you for your generous donation of , and for contributing to a very successful event. So many people associated with our group, family members, and friends, came together, offering support and helping to raise funds to assist in the support and care of people living with Motor Neurone Disease.

The total amount raised from our event, with your help, came to \$ xxxx.

You cannot put a figure on the value of 'creating community' and increasing awareness about this devastating disease. Please accept our appreciation for the part you played in this aspect of the event.

Please be assured that all sponsorship gifts are used in ways that reflect their value.

Thank you once again for your ongoing support of our services to people living with MND in Victoria.

Yours sincerely,

APPENDIX C: EVENT ACTIVITY TABLE

Month	Admin	Who, Status	Promotion	Who, Status	Volunteers	Who, Status	Merchandise, sponsorship	Who, Status	Info	Who, Status	Event	Who, Status
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												

MOTOR NEURONE DISEASE ASSOCIATION OF VICTORIA INC

ABN 44 113 484 160 Registered Association No. A7518

265 Canterbury Road (PO Box 23),
Canterbury, Vic 3126 Australia

Toll Free: 1800 80 6632

Phone: (03) 9830 2122

Fax: (03) 9830 2228

✉ fundraising@mnd.asn.au

🖱 www.mnd.org.au

📘 www.facebook.com/MNDVic

🐦 www.twitter.com/MNDVic

📷 www.instagram.com/mnd_vic



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