

COMMUNITY FUNDRAISING KIT



Interplast™

Repairing bodies & rebuilding lives
in the Asia Pacific region



WELCOME

Thank you for choosing to raise funds for Interplast! Fundraising is a fun, social and rewarding way to make a difference to the lives of vulnerable people in the Asia Pacific region.

Sadly, two billion people worldwide have no access at all to basic surgical care. Just \$100 could provide dressings and surgical supplies to treat patients after their life-changing surgery.

Everyone can support the work of Interplast, whether you're part of a workplace, school, community group or an individual.

Thank you for helping us change the lives of some of the world's most vulnerable children.

FUNDRAISING IS AS SIMPLE AS...

1. Reading this kit to understand your responsibilities as a fundraiser for Interplast, and deciding on the fundraising event you'd like to hold.

2. Filling out a registration form (attached) and emailing it to us on contactus@interplast.org.au so we can send you an authority to fundraise letter.

3. Creating your own fundraising page using our customised Go Fundraise page, which you can share with family, friends and colleagues.



THEATRE ONLY

FUNDRAISING IDEAS

- Give something up. Could you go without chocolate, shaving, talking or driving?
- Host a movie night. Contact your local cinemas to see what they can offer. If it's summer, consider an outdoor movie night.
- Ask your company to donate a day's leave and auction the day off amongst your colleagues
- Ask friends and family to donate to Interplast in lieu of gifts for your birthday or wedding – we can provide 'thank you' bookmarks for your guests
- Hold a trivia or bingo night
- Raffle or auction off the opportunity to swap desks with the CEO
- Get baking and host a morning or afternoon tea for a work bake off
- Donate your day's wage and encourage others to follow your lead. Ask your employer to match your donation. Remember it is tax deductible!
- Host a cooking class and share your closely held secret recipe... for a price!
- Casual clothes day; people will pay to not have to wear their suit or uniform for the day





YOUR FUNDRAISER RESPONSIBILITIES

- Fundraising can only commence once you have received a letter of authority.
- It must be clear in all communication that you do not represent Interplast, but all funds you raise will be donated to our work.
- Activities are taken at your risk and any necessary permits, insurance or licenses must be obtained by you.
- Copies of all publicity should be forwarded to us for approval before publication.
- You are not covered by Interplast's public liability insurance.
- Interplast does not give permission for door to door requests or soliciting donations in public.
- All funds should be forwarded to us within two weeks. Tax deductible receipt can be issued upon request.
- You are responsible for all costs and debts associated with the fundraising activity. You may deduct reasonable event costs.
- Interplast reserves the right to withdraw approval for the activity if you fail to meet the above responsibilities.

HOW WE CAN SUPPORT YOU

We can provide:

- Supply of resources such as the Interplast brochure, bookmarks, copies of annual reports, newsletters and donation boxes
- Supply of Interplast's supporters logo
- Electronic access to photos, short films and posters through our website
- Interplast volunteer speakers to present at your event (dependent on availability)
- Publicity of your event through our social media channels
- Tax deductible receipts for donors
- Staff members to attend your event and accept donations (dependent on availability)
- A certificate of appreciation post event to acknowledge your support

We can't provide:

- Interplast staff to help coordinate or market your event
- Reimbursement for any expenses incurred from your event (you may deduct any reasonable costs)
- Prizes, auction and raffle items
- Contact lists for you to use in promoting your event (due to privacy legislation)



CASE STUDY

Young brothers with dreams - the Philippines (Cagayan de Oro)

In the Philippines, the Interplast team met Jeffrey aged 3, Jekli aged 5 and Rene aged 7, three brothers with cleft lips and palates. The social stigma associated with these conditions meant that all three had experienced bullying throughout their young lives.

The boys' parents worked as farm labourers earning only around \$2.50 per day, and they could not afford to pay for surgery for the boys.

On behalf of the family, a local parish priest contacted a Rotarian who knew of the upcoming visit of an Interplast team to Cagayan de Oro. The boys made the five-

hour journey from Bukidnon with their parents to meet the surgical team, hopeful that this would be their chance at a new life. When the family arrived, the surgical team assessed the boys, and all three brothers were identified as priorities for surgery during the program activity.

In a matter of hours, the lives of the boys were changed forever. All three surgeries were successful, and the brothers are now free from the stigma associated with their conditions. Jeffrey, Jekli and Rene all want to be teachers when they grow up, a dream that is now within their reach thanks to the Interplast team, and local medical and Rotarian partners in the Philippines.

Jeffrey aged 3, Rene aged 7, Jekli aged 5, with dad



FUNDRAISING REGISTRATION FORM

Please complete this registration form and return it to the fundraising team at:
Interplast, 250 - 290 Spring Street, East Melbourne, 3002 or contactus@interplast.org.au

Personal details

Contact person:

Group/School Name:

Address:

State:

Postcode:

Phone No:

Email:

Event details

Name of proposed event:

Address of venue:

Date of event:

Description of fundraising activity, including how funds will be raised:

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I..... understand my responsibilities as a fundraiser as outlined in the Interplast Australia & New Zealand Community Fundraising Kit. I agree to act in a professional manner when conducting the fundraising activity described above and will uphold the values of the organisation whilst doing so. I accept my obligation to donate funds raised for Interplast within 14 days of the event conclusion.

Signature:

Date:



InterplastTM

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in the Asia Pacific region

Internal use only

Date form received:

Activity approved: YES NO

Notes:

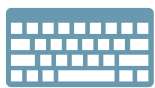
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SENDING YOUR FUNDS TO INTERPLAST



Online

Use our secure credit card facility on our website www.interplast.org.au. It's easy and you will receive a tax deductible receipt automatically via email



Make a direct deposit into our bank account

Name: Interplast Australia & New Zealand

BSB: 033 364

Account Number: 36 1633

Reference: Your name

We would very much appreciate you notify us via email if making a bank deposit with your contact details for receipting.



Cheque

Please make the cheque payable to Interplast and post to:

Interplast Australia & New Zealand
Royal Australasian College of Surgeons Building
250 - 290 Spring Street
East Melbourne VIC 3002



Phone

Call us on (03) 9249 1231 and we can take your credit card details over the phone.

Donations that are received by phone, post or bank deposit will be processed and a tax deductible receipt will be sent to you within 7 – 10 working days.

FUNDRAISER RESULTS SUMMARY FORM

Please complete the following form and return it to the fundraising team once your activity is completed
Interplast, 250 - 290 Spring Street, East Melbourne, 3002 or contactus@interplast.org.au

NAME OF EVENT:

Date of event held:

Group/School Name:

Address:

State:

Postcode:

Contact Phone No:

Mobile:

Email:

Total income generated by activity: \$

Expenses deducted: \$

Total Net proceeds: \$

Signed:

EXPENSES OCCURRED

Date	Supplier paid	Description of Purchase	\$ Amount
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TOTAL EXPENSES \$.....

DONOR RECEIPTS REQUIRED FOR (Donations of \$2 or more are tax deductible)

Please complete the following table for any individual receipts you require. We will send these receipts directly to donors so please record all details.

Title	First name	Surname	Address	State	Postcode	Contact No.	Email address for e-news	Donation \$
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Please do not send cash in the mail



THANK YOU!

Thank you for choosing to raise funds for Interplast, we are so grateful for your support! If you have any questions at all or need any assistance, don't hesitate to contact us on the details below.

contactus@interplast.org.au
+61 3 9249 1231

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