



# FUNDRAISING TOOLKIT

For individuals



# OUR STORY

We work with Victorian young people aged eight through to 22 years. Every young person we interact with will have a different story, however we often see a range of disadvantage indicators including: financial hardship; intergenerational poverty; under/unemployment; trauma; living in out-of-home care; or newly arrived migrant and/or refugee status. Many are without positive role models.

Our aim across all programs is to ensure that all young people, no matter their circumstances, have the opportunity to achieve personal greatness. Our uniqueness lies in the focused journeys we undertake with young people – journeys marked from the beginning with care, integrity, commitment and the pursuit of greatness.

We are one of but a few Victorian not-for-profits to offer programming from primary school years, throughout secondary Years 7 – 12, and tertiary education. This comprehensive model means that our programs offer opportunity, aspiration and support across key developmental and life cycle stages of a young person.

Our program portfolios include:

## ▶ **Positive Life Experiences**

Our Positive Life Experiences portfolio features our outdoor education programs that provide joyful and enriching learning environments for children and young people.

## ▶ **Education Opportunities**

Our Education Opportunities portfolio provides programs right across Years 7 – 12 that support a connection to schooling and aspiration for further study.

## ▶ **Employment Pathways**

Our Employment Pathways portfolio offers programs that support educational attainment while also offering practical skills and experience to assist in a young person's journey towards meaningful employment.

**Our vision** is that all young people have the opportunity to achieve.

**Our purpose** is to share knowledge, skills and experiences with disadvantaged young people, empowering them to realise their potential.

## WE NEED PEOPLE LIKE YOU

Money raised through individual fundraising will have an incredible effect on the lives of the disadvantaged young people who participate in our programs. See below a letter from a student who participated last year in our City Camp program.

To the team at DOXA,

Earlier in the year we had an extraordinary time at your camp.

We would like to thank you for that experience and wish you a Merry Christmas and Happy New Year. We can't wait to do it all again next year.

From  
the staff and students at DCSS

# FUNDRAISING IDEAS

There are heaps of ways to raise money for Doxa. We recommend that you keep it fun, so we've put together a few ideas that give you an idea of what works.

## ▶ **Breakfast / lunch / dinner / movie night**

This is great for corporate audiences. You can create a theme for the event, get really creative with specific fundraising measures, and it's a great opportunity for people to broaden their professional and social networks.

## ▶ **Hold a sale**

This might be unwanted items that you're thinking of throwing out, or it could be putting your skills to use and selling something you've created or can supply. This is a great way of getting colleagues involved too, where you can pool your resources and add value to your activity!

## ▶ **Healthy competition**

A fun run, golf day, or ride-to-work day are all great ways of getting people involved, plus it's great for physical and mental health!

## ▶ **Use crowdfunding**

If your fundraising activity relies on small individual donations, using a crowdfunding platform is a great way to increase your effectiveness. Share your campaign with your social media networks (and we'll do the same with ours!).



# HELP & SUPPORT

In our eyes, raising money for Doxa makes you a superstar! While we encourage third party fundraisers to take ownership of their campaign, we're here to help and support when required.

Here's a few ways that we can help:

## ▶ **Social media promotion**

We have a strong network of supporters and followers on our social media networks who might be interested in getting involved with your event or activity. We can share what you're doing with them to increase participation.

## ▶ **Email promotion**

We can get in touch with some of our supporters using our email distribution network to see if they're interested in getting involved with your initiative.

## ▶ **Tax receipts**

In line with our fundraising guidelines, we're able to provide tax deductible receipts for donations.

## ▶ **Promotional materials**

We can provide some signage, and can also some promotional materials like flyers, brochures about Doxa and our programs.

## ▶ **Attending your event**

We may be able to help during the event to meet with attendees and share our story to help give your fundraising activity a boost.

## ▶ **Media and publicity tips**

We can share our experience in media promotion and engagement to give your event more exposure.

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## CONTACT US

### **Alison Polyik**

General Manager,  
Partnerships & Corporate Affairs

**t** 03 9046 8202

**e** [apolyik@doxa.org.au](mailto:apolyik@doxa.org.au)

### **Spencer Street Office**

Ground Floor, Suite 2  
355 Spencer St, Melbourne, VIC, 3003

**t** 03 9046 8200

**e** [info@doxa.org.au](mailto:info@doxa.org.au)

### **Postal address**

PO Box 13121, Melbourne Law Courts, VIC 8010  
ABN 28 005 056 262

# WHAT YOUR MONEY WILL GO TOWARDS

► **Our programs are based in three program portfolios**

- Positive life experiences
- Education opportunities
- Employment pathways

You can choose to raise money for a specific program or for Doxa’s core operations itself.

Portfolio	Program	Purpose
POSITIVE LIFE EXPERIENCES	Malmsbury & City Camps	Building personal skills and team work through activities, adventures and fun.
	Holiday Camps	It’s the time of your life, a special program for young people during school holidays.
	Journey Program	Develops personal skills and an appreciation of local history, the environment and Indigenous heritage.
EDUCATION OPPORTUNITIES	Future Focus	Empowering young people to learn, develop and make positive decisions in education and life
	University Pathways Discovery	Exploring study options after high school, and learning useful skills to help along the way.
	University Pathways Program	Annual three day residential offering first-hand experience of university and the world of work.
EMPLOYMENT PATHWAYS	Cadetship	Supports young people to complete university and gain the skills needed for an employable future.
	Future Insights	Provides uni students with the personal and professional skills needed to turbocharge their career path.

*Your fundraising support will make a difference to the lives of young Victorians experiencing disadvantage.*

# FUNDRAISING GUIDELINES

- 1 The applicant is responsible for all details of organising, planning and managing the activity proposed for raising funds.
- 2 The person/organisation raising funds must comply with obligations imposed by the Fundraising Act 1998 (Vic), the Fundraising Regulations 2009 (Vic) and all other applicable federal, state and territory laws.
- 3 All relevant permits and licenses for the activity must be secured by the event organiser.
- 4 Any promotional material prepared for the event must state that funds are being raised “on behalf of Doxa” and not that the event is in any way hosted or managed by Doxa.
- 5 Use of Doxa’s logo and visual identity must only be done with the express approval of a of Doxa’s General Manager for Partnerships & Corporate Affairs.
- 6 Only Doxa can issue tax-deductible receipts for any donations made to Doxa.
  - 6.1 Further to this, the Australian Tax Office states that tax-deductible receipts cannot be issued for money exchanged for goods and services such as raffle tickets, entry tickets and competition tickets.
- 7 The applicant must make the final donation to Doxa within 10 days into the following bank account:

Doxa Youth Foundation  
NAB  
BSB: 083-004  
Account Number: 98-979-2475
- 8 Doxa is unable to provide insurance or public liability for your event, and cannot be held responsible for any accident or injury sustained during your event or activity.
- 9 Doxa reserves the right to refuse or cancel the authority to run the event or activity if it decides that it’s not within the best interests of the organisation to proceed.
- 10 All setting up of social media accounts, groups, profiles and events, as well as any media promotion done for the event must be done in consultation with Doxa.

# APPLICATION FORM TO RAISE FUNDS FOR DOXA



Name of person organising activity: \_\_\_\_\_

Name of organisation (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed title of event / activity: \_\_\_\_\_

Proposed venue of event / activity: \_\_\_\_\_

Venue address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Venue contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Start/finish time of event / activity: \_\_\_\_\_

Brief description of fundraising activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed number of attendees: \_\_\_\_\_

Total estimated income generated at event: \_\_\_\_\_

Proportion of above income to be donated to Doxa (after expenses): \_\_\_\_\_

Proposed means of raising funds to be donated to Doxa: \_\_\_\_\_

Any other charities benefiting from this event? Yes / No

If so, who?: \_\_\_\_\_

Declaration: I hereby declare that the information provided in the above form to Doxa is true and correct. I have read and understand the Fundraising Guidelines and agree to abide by all conditions therein. I understand that I/we are responsible for organising insurance and public liability, and that I/we are responsible for any accident or injury sustained at the event. I agree to act in a professional manner and uphold the values and reputation of Doxa, and understand that Doxa reserves the right to withdraw support and association with my event / activity if I am found to be in breach of the Fundraising Guidelines.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# FUNDRAISING RESULTS



Please complete this form and return a copy with your donation to Doxa when your fundraising event is complete.

Name of organisation: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Name of organiser: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Total gross funds raised: \$ \_\_\_\_\_ Donation to Doxa: \$ \_\_\_\_\_

**PLEASE DO NOT SEND CASH IN THE MAIL**

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**PLEASE RETURN YOUR AUTHORITY TO FUNDRAISE FORM AND FUNDRAISING SUMMARY TO:**

**Doxa**

PO Box 13121, Melbourne Law Courts, VIC 8010

ABN 28 005 056 262

**t** 03 9328 8100

**e** info@doxa.org.au



# DONOR RECEIPT FORM



## Event organiser:

All donations made for your event should be recorded on this form. Doxa will issue a tax receipt for all donations over \$2, however these cannot be issued if goods and services (like raffles or entry tickets) are exchanged for a donation. Ensure all details are filled in and the form is returned after the activity with all donations.

The total on this form should be equal to the balance of the funds donated to Doxa.

First name	Surname	Company	Email	Street Address	Suburb	State	P/code	Donation amount



