



FUNDRAISING GUIDELINES

wanderingwarriors
saluting their sacrifice





Your Event

Thank you for choosing to raise funds for Wandering Warriors, we appreciate your support in helping us make a difference for veterans and their families. Fundraising events can take many forms, and can be a lot of fun. Whatever you choose to do for your event, you will need to read this fundraising pack and follow the steps below to get your fundraiser started.

Authority to Fundraise form

At the bottom of this pack is a form you will need to fill out and email to us. Please allow up to ten working days for us to approve and send you a Letter of Authority to Fundraise for Wandering Warriors. **You must have approval from the Wandering Warriors before you can commence your event.**

Legal Requirements

Wandering Warriors accept no liability for damages or injury for your chosen event. You are responsible for your own event. Please ensure you have all the relevant permits, licenses, insurances and permissions necessary prior to holding your event. Ensure also that you are familiar with the legal requirements for fundraising in your home state.

Promote your Event

Time to get busy promoting your event. Please ensure you email our marketing manager: marketing@wanderingwarriors.org so your event can be shared and publicised on our website, social media channels and email campaigns.

Collecting Donations

Donations at your event can be taken in cash or online at our donations page. Cheques or money orders can be made payable to Wandering Warriors.

Merchandise

Wandering Warriors merchandise is available. Prices are as per our online store. If you wish to sell merchandise at your event you will need to notify our shop keeper with the stock required, quantity and location it needs to be sent to. Ensure you tick the box on the box on the Authority to Fundraise form. Any unsold stock must be returned, undamaged. If stock is damaged it is your responsibility to remunerate the cost of the product.

Email shop@wanderingwarriors.org

Wandering Warriors Staff

If you require a Wandering Warriors staff member to be available at your event, please ensure to tick the box on the Authority to Fundraise form. Be aware we are all volunteers and are unpaid. We may not be able to attend all events.

Finalising the Event

Once your event has been finalised. Ensure all unsold merchandise is returned and all funds are deposited within 21 days of the completion of your event. All proceeds can be deposited via EFT into the below bank account. Use your last name as a reference number and advise when cash has been deposited by emailing

info@wanderingwarriors.org

Wandering Warriors

Commonwealth Bank

BSB 064-180

Acc 10380703

Alternatively cheques can be posted to:

PO Box 1101 Oxenford Qld 4210

If you need tax invoices for donations, send through details to shop@wanderingwarriors.org





Logo Use

You must use the official Wandering Warriors Supporter Logo all advertising material for both web or print for your event. Once your Authority to Fundraise form has been approved you will also receive our logo in various formats and style guide. It should not be altered or changed in any way.

We can help with or supply design for your fundraising collateral including posters, flyers and signage for web and print. Any material that requires printing you will have to source yourself, we will supply the print ready file.

All Media Releases, advertisements and printed collateral must be forwarded to Wandering Warriors Marketing for approval prior to being printed and / or circulated.

Email: marketing@wanderingwarriors.org



Naming Your Event

Your event is not a Wandering Warriors event. It will be a fundraiser which raises funds for donation to Wandering Warriors. Ensure your event name reflects this.

Samples of acceptable use of the name Wandering Warriors Limited for your fundraising event:

- Morning Tea: Proudly supporting the Wandering Warriors
- Fun Run: Proceeds donated to the Wandering Warriors
- BBQ: Funds raised will support the Wandering Warriors

Unacceptable use of the name Wandering Warriors for your fundraising event:

- Wandering Warriors Morning Tea
- Wandering Warriors Fun Run
- Wandering Warriors BBQ

“We love to hear what our supporters are doing so send us through some photos and a summary of how your event went for us to share!”



Authority to fundraise agreement

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Your Details

Contact name: _____

Organisation name or group: _____

Mailing address: _____ State: _____ Post code: _____

Email address: _____ Contact number: _____

Event Details

Name of event: _____

Type of event: _____

Description of event:

Location of event: _____ State: _____ Post code: _____

Date of event: _____ Hours the event will operate: _____

Fundraising target: _____ Approx number of people attending: _____

Agreement

I, _____ (fundraising organiser) agree to comply with the fundraising conditions outlined by Wandering Warriors.

I have read the community fundraising guidelines pack and understand my responsibilities as a fundraiser.

I understand my obligation to send all proceeds to Wandering Warriors within 21 days of completing the fundraiser.

I agree that all photographs provided to Wandering Warriors from the fundraising event, may be used for future promotional and marketing material without notification.

I require merchandise to sell

I would like a Wandering Warriors staff member to attend

Will you be seeking sponsorship from a third party for the event? Yes No

Please include your third party sponsor details: _____

Will all proceeds be donated Wandering Warriors? Yes No

If no, please list other organisations and amount split: _____

Signed _____ Date: _____

I am over 18 years old and the fundraising organiser

Email the completed form to info@wanderingwarriors.org

Please allow up to 10 working days processing and to receive your authority to fundraise approval