



# Your Fundraising Guide



# Thank you

Thank you for taking part in our 'Cuppa for a Cause' event, raising funds for Meals on Wheels.

Your fundraising will directly support financially disadvantaged Meals on Wheels clients in your own local community. It will also contribute to training programs and initiatives for volunteers and staff in NSW.

## Why Fundraise for us

Meals on Wheels receives less than 30% of its operational funding from the government, so we rely heavily on donations and fundraising activities to continue to raise the profile of Meals on Wheels in the Community as well as service the needs of our clients, volunteers and staff at Services.

**Make a difference  
for a  
Financially  
Disadvantaged Client**



# Share the love

Meals on Wheels help thousands of Australians stay in the comfort of their own homes for as long as possible. For 70 years we have provided more than just a warm meal, and we'd love to keep it that way.

## Make tea, solve problems...

Imagine if the Montagues went over to the Capulet's house and surprised them with a nice hot pot of tea – that whole Romeo & Juliet debacle would have had a much happier ending.

We all know a good cuppa can make everything right, so put the kettle on and share a cuppa with a friend, a neighbour, or in the office, and help Meals on Wheels NSW make sure that thousands of clients can continue to enjoy a cuppa in their own homes.



## Fundraise

- at work
- in your home
- at school





## How to host a tea party

Sipping a warm cuppa in the comfort of your own home is one of life's simple pleasures. By donating in exchange for a cup of tea, Meals on Wheels can ensure thousands of Australians are never without their favourite brew. You can host the 'Cuppa for a Cause' any time in August, at work, in your home or at school, the options are endless - your dog might even want to join in the activities.

### Step 1

invite your friends, family or colleagues to the event by pinning the poster onto your noticeboard or emailing an invitation.

### Step 2

put on a really good brew, timings around a really good brew are shown on the next page.

### Step 3

invite participants to bring along a plate of their home cooked scones, anzac biscuits, sponge cake – the choice is endless.

### Step 4

kindly send the funds raised on completion of the event at our secure payment gateway at [www.donatetous.org.au](http://www.donatetous.org.au)



It's a fine line between the perfect cup and a bad brew. We recommend a quick tea break to catch up on the basics before your Cuppa for a Cause. Here are some tips around timing of your steep and sip.







# Banking your donations

Once the final sip is savoured and the last scone is snatched, there's still one more party favour left to collect. To pass on the proceeds of your fundraising tea party to Meals on Wheels NSW, simply use one of the methods outlined below.

## Option 1

Kindly deposit the funds collected via our secure payment gateway.

Visit our website at [www.donatetous.org.au](http://www.donatetous.org.au) and process a donation using the online form. You can opt to use Credit Card. This option will automatically send through a payment receipt once payment has been processed.

## Option 2

Kindly bank funds via manual Bank transfer.

Deposit at your local bank or online using the following details:

**Account Name: Meals on Wheels NSW**

**BSB: 062 033**

**Account Number 10208528**

## Option 3

Payment via cheque, cash or over telephone. To arrange an alternative payment method, please contact Meals on Wheels NSW directly on 02 8219 4200 or via email [marketing@nswmealsonwheels.org.au](mailto:marketing@nswmealsonwheels.org.au)

Thanks for supporting Meals on Wheels NSW and participating in 'Cuppa for a Cause'. *Donations over \$2 are tax deductible. A receipt will be issued once payment has been processed. Please do not send any cash in the mail.*





## Donation tracking form

Name:

Contact Phone:

Organisation (optional):

Please use this form to track donations and return it to [marketing@nswmealsonwheels.org.au](mailto:marketing@nswmealsonwheels.org.au) once payment has been made and a Certificate of Appreciation will be emailed to all participants who provide a valid email address.

[illegible]

- Inviting colleagues using the Cuppa for a Cause invite
- Promote via your office noticeboard, intranet or email
- Getting your senior management involved to commit in dollar matching the amount staff raise on the day
- Host raffles, auctions or themed activities throughout the day

Meals on Wheels was started by the community for the community. The options are endless on how to fundraise at your local school.

- Invite your local community to a tea party
- Host raffles, an auction or themed activities during the day
- Classes can host a teddy bears picnic at recess and make a gold coin donation
- Hold a Mufti Day with a gold coin donation





## Frequently asked questions

### What is Cuppa for a Cause?

Cuppa for a Cause is a great way to support and fundraise for Meals on Wheels NSW. By hosting your own tea party, you're helping older and disabled people across Australia enjoy cups of tea in their own home.

### When is Cuppa for a Cause?

Cuppa for a Cause events can be held anytime in August. However, National Meals on Wheels Day on the 30th August is the perfect day!

### How will the money raised for the event be used by Meals on Wheels NSW?

All funds donated online will go during Cuppa for a Cause will go in to the Meals on Wheels NSW Financially Disadvantaged Fund. People in our community should never be refused a meal, just because they are financially disadvantaged, so thank you for supporting your own community and backyard. Funds will also go towards raising awareness and the profile of Meals on Wheels NSW **and contribute to training and initiatives for volunteers and staff.**

### If I can't host Cuppa for a Cause, how else can I get involved?

If you aren't able to host an event, you can show your support for Meals on Wheels NSW by spreading the word about the great work Meals on Wheels does in the local community, and the Cuppa for a Cause event. You can also make a donation via our website at [www.nswmealsonwheels.org.au](http://www.nswmealsonwheels.org.au).

### How do I register for Cuppa for a Cause?

Simply visit our Cuppa for a Cause website at [www.cuppaforacause.org.au](http://www.cuppaforacause.org.au) and click on the 'Register' tab. Once you have completed your online registration, you will receive a confirmation email within 48hours to confirm you have registered to host an event.

### How do I host a Cuppa for a Cause tea event?

Step 1 – invite your friends, family or colleagues to the event by pinning up posters on to your noticeboards or emailing them an invitation

Step 2 – put on a really good brew

Step 3 – invite participants to bring a plate of their home cooked scones, biscuits, sponge cake – the choices are endless

Step 4 – on completion of the event, kindly bank the funds raised to our secure payment gateway at

[www.donatetous.org.au](http://www.donatetous.org.au)



### How do I fundraise during Cuppa for a Cause?

#### Set a Fundraising Target

Print the Fundraising Target teapot from our website and set a fundraising goal for your event. Keep track of your teapot water level by colouring the level as you get closer to your fundraising goal!

#### Keep track of Funds Raised

Use the Donation Tracking Form which is available in the Fundraising Guide to keep a track of how much your tea event guests have contributed and fundraised for Meals on Wheels NSW.

#### Have fun!

Plan to host games, competitions, raffles and so on at your event to get everyone involved.

#### At work

If you are hosting an event at work, don't forget to ask your employer to dollar match funds raised by employees and support Meals on Wheels NSW!

### How do I get recognition?

We will be emailing a certificate of appreciation to everyone that registers to host an event, and are also able to email one to your guests if you return the Donation Tracking Form as highlighted in this guide, with valid email addresses for people that fundraised for us.

Please return the form via email to [marketing@nswmealsonwheels.org.au](mailto:marketing@nswmealsonwheels.org.au).

### How do I bank funds collected during Cuppa for a Cause?

See Banking your donations section of this fundraising guide.

### Is donating online safe?

All donations made on our website are processed via a secure payment gateway, eWAY. They use a PCI DSS Certificate which confirms that eWAY has been assessed by Securus Global and found to be compliant against the PCI Data Security Standards.

You can check that you are in secure encryption mode if your browser displays a locked padlock symbol in the header or footer of the browser window.