

# Fundraiser Guidelines

Thank you for fundraising with Living Fundraisers.  
We wish you all the best for a successful, fun!raising drive.



## Some tips for success

- Let people know why you are fundraising (eg: “computers for our school”) and the amount you are hoping to raise. This will help rally support and enthusiasm around a tangible goal.
- If you have a newsletter or other communication method, include the fundraiser as an item. Make sure you provide the dates that the kits will be sent home and when the money will be due.
- If you have a school assembly this is a good time to let everyone know it is coming as well. You may like to incorporate information about healthy eating, plant science or gardening into the assembly.

## How to run your fundraiser

1. Distribute the carry bags and keep a record of who has taken one on the tally sheet/s provided.
2. In each purple carry bag there is a money collection envelope. Ask each student/participant to write the date you need the money returned by in the space provided.
3. If your school/organisation is unable to process credit cards, please remove the credit card slip from each collection envelope.
4. After the designated time (normally 3 weeks) send another note home (eg: with your newsletter) asking for the return of the money envelopes. It helps to send a reminder each week as well.
5. Collect the money envelopes and return to the office for processing. The office should keep the credit card slip (unless you removed it earlier) for your records.
6. Please collect all the empty payment envelopes and return them to:

Living Fundraisers  
205 Westgarth St  
Northcote VIC 3070

## Returns

If you have any kits to return, please complete the Returns Delivery Label/Tally sheet and email to [info@livingfundraisers.com.au](mailto:info@livingfundraisers.com.au) or fax to 03 9923 2727. We will then amend and reissue your invoice. Please return kits to:

Options Victoria  
Attn: David Swalwell  
95A Cheltenham Rd  
Dandenong South VIC 3164

Good luck and happy fundraising. If there is anything we can do to help please contact us via email: [info@livingfundraisers.com.au](mailto:info@livingfundraisers.com.au) or phone 1300 848 993.