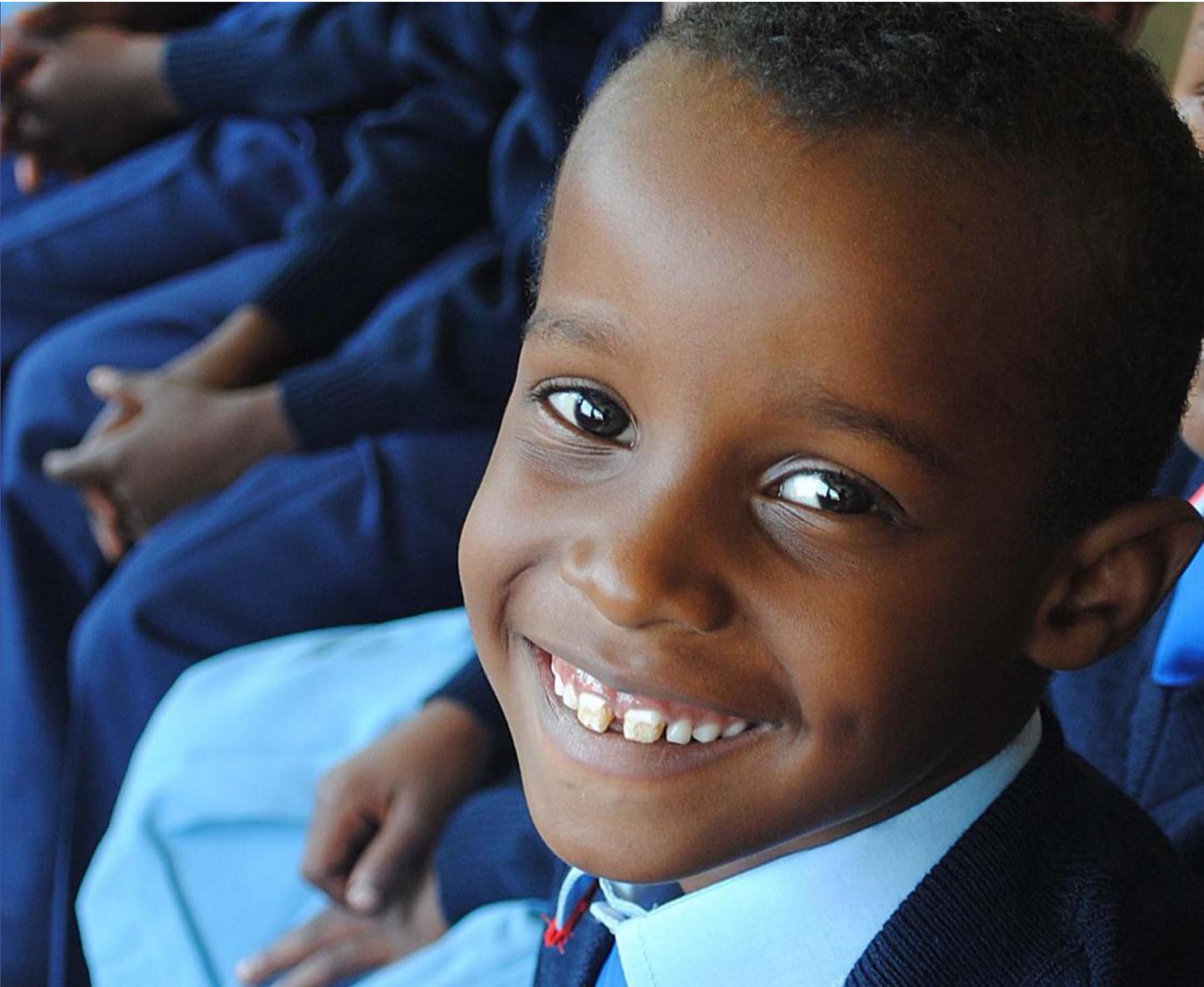


Fundraising for St Jude's

All the information you need for your fundraising event.



**The School
of St Jude**

Fighting poverty
through education

Fundraising for St Jude's is easy!

Thank you for taking the next step in fighting poverty through education.

Fundraising and holding events for The School of St Jude is a fun and rewarding way of showing your support. You can fundraise as part of a workplace, school, community group or individual. Or you can spread the word by having some friends over for morning tea.

In this kit you will find everything you need to make your event a success!

If you have any questions about fundraising or your event, please reach out to our friendly Donor Relations team at

donorrelations@schoolofstjude.co.tz

We are only an email away!



Six Steps to running a successful event

Step 1

Decide what type of event you want to host

Step 2

Register your event with us

Step 3

Check out our resources

Step 4

Decide where you want the money to go

Step 5

Promote your event

Step 6

Deposit your funds

Step 1: Decide what type of event you want to host

Whether you leave a donation box in the coffee room of your office or throw an extravagant ball with a large guest list, we are appreciative of the time and effort you are putting into spreading the word and fundraising for our school. Our supporters have come up with a lot of interesting ideas over the years. Be creative, but remember to choose an event that works for you and your schedule! Here are some ideas:

Car Wash

Get your friends together and wash cars for a good cause!



Trivia Night

Get your friends together to see who has the greatest general knowledge. Have contestants pay a fee to play.

Sausage Sizzle

Host a barbeque and have people pay for food. You can also have games and raffles!

Share a Cup

Get a group of friends together and share the story of St Jude's or show our DVD!



Step 2: Register your event with us

Once you decide on the type of event you would like to host, be sure to fill out the brief registration form www.schoolofstjude.org/support-us/event-registration.html#speaking so that we are aware of your event and can support you. Someone at St Jude's will then contact you and assist with any questions you may have. This St Jude's representative will be available to support you through the entire event.

Step 3: Check Out Our Resources

We are so pleased that you are taking the time and effort out of your busy schedule to host an event for us! We want to provide you with all the resources you need to ensure your event runs smoothly. Here are a number of tools for you to use along with ideas on how to promote your event.



[The School of St Jude's Logo](#)

The St Jude's logo is available for your event invitations and other promotion. Please supply us with a copy of any promotional materials before use.

[Photos and PowerPoint Presentations](#)

We have compiled PowerPoint presentations full of great photos and a photo gallery which you can download and use at your event.

DVDs and Brochures

One of our most powerful marketing tools to date has been the St Jude's brochure and DVD. If you would like hard copies of either, please contact your St Jude's event representative and they can arrange the materials to be sent to you.

[Fact Sheet](#)

We believe it's important that you have accurate facts about The School of St Jude to refer to when you are talking about your upcoming event. The latest fact sheet is included on our resources page.

[The School of St Jude Website](#) St Jude's website is a great source of information and if you are throwing an event that is open to the public, we would be happy to promote it on our events page.

www.schoolofstjude.org



[Tax Receipt Spreadsheet](#)

See our resources page for a spreadsheet you can use to track donations from your event. This will ensure everyone gets a receipt.

Let us know if you have trouble downloading and we can email or post it to you!

Additional Promotion

If your event is open to the public, it is a great idea to look for additional promotion opportunities. Local radio, TV and newspaper outlets are a great way to get the word out - and don't forget about the power of social media! Create an event page on Facebook to keep attendees informed. Update regularly to generate excitement around your event!



Step 4: Decide what you want the money to go

By making donating to The School of St Jude, you are helping us in fighting poverty through education. Our friendly Donor Relations team will work with you to determine where any funds raised can be allocated. Contributions of any size go a long way here are St Jude's, for example:

\$25

Buy 13 Baskets of Fruits and Vegetables



\$100

Buy Mosquito nets for an entire boarding room



\$500

Buy a computer for one of our students



\$1,000

Buy Library Resources for an entire year



\$5,000

Provides 150 students with access to technology and internet connectivity



\$25,000

Buy a years worth of beans, lentils and ugali



Step 5: Enjoy Your Event



Sit back, relax and enjoy all the hard work you put into planning the perfect event! If you are taking photos, we'd love to see them and share them with our other supporters through social media and our newsletter.

Step 6: Depositing your funds

Making your donation to St Jude's after your fundraising event is easy! Whether by cheque or direct debit, the details are listed below. If your guests ask you about our sponsorship, please direct them to our website for all the different options available. Please also be aware that we do ask for a long-term commitment in regards to sponsorship, and if this is not possible, we prefer that money is allocated as a donation. Any money raised during, before or after your event can be deposited using one of the following options:

By Cheque

Please make your cheque payable to:

"The Public Fund of The East Africa Fund"

And mail to:

The School of St Jude Australian Financial Coordinator

PO Box 82

Kew East VIC 3102

Please include a note advising the following:

Your (or the donors) full name

The postal address of the donor

The email address of the donor

The event name and date

Outside Australia

We have lots of amazing supporters all over the world.

If you are outside Australia have a look at our website and see different ways to make donations for each country.

www.schoolofstjude.org/support-us/donate.html

Or simply contact our friendly accounts team and they can assist you personally.

accounts1@schoolofstjude.co.tz

By Direct Deposit

To make a direct deposit to St Jude's Australian bank account:

Bank Name: National Australia Bank

**Account Name: The Public Fund of
The East Africa Fund**

BSB: 085-458

Account Number: 58-776-3903

If you choose this option, please include your event and full name as the transaction reference. Also please email accounts1@schoolofstjude.co.tz to advise the date and amount of the transaction/s. Both of these actions help us to identify deposits into the bank account and to allocate the money correctly.

Issuing Tax Deductible Receipts

Quite often people request a tax deductible receipt for their donations. Although you are not able to issue one on the spot, please inform them that they will be issued a tax deductible receipt if they provide you with the following details: **donor's full name, postal address, email address and amount of the donation.**

This information will need to be recorded in the "Issue me with a tax receipt" Excel spreadsheet and emailed to accounts1@schoolofstjude.co.tz along with the date of the transaction and total amount deposited. We will provide you with this spread sheet prior to your event.

