



Fundraising Kit

Crohn's & Colitis Australia™
PO Box 2160 Hawthorn Vic 3122
Tel: 03 9815 1266 Fax: 03 9815 1299
Email: info@crohnsandcolitis.com.au
www.crohnsandcolitis.com.au

Contents

Please note that not all sections will be applicable to your specific needs. This contents page acts as a directory in order to find the sections most valuable to you.

Thank You and Introduction.....	3
Suggestions for Fundraising Events	5
In Celebration Donations	11
Fundraising Tips	12
Frequently Asked Questions	13
Volunteering with CCA	14
Everyday Hero Online Fundraising	15
Donation Pledge Forms	16
Example of a Letter for Donations	17
Items available from CCA	19
Fundraising Terms and Conditions	20
Fundraising Offer Form	22

Thank You!

Crohn's & Colitis Australia™ (CCA) would like to thank you for thinking of the work that we do. We are delighted that you have expressed an interest in fundraising for CCA. Your support is greatly appreciated.

As CCA do not receive any government funding, we rely heavily on the support of members, community groups and individuals such as you to help us support and empower those living with Crohn's disease or ulcerative colitis.

It is likely that you or someone close to you is living with inflammatory bowel disease (IBD). It is estimated that approximately 61,000 Australians have IBD, with more being diagnosed each year. It is estimated that this number will rise a staggering 23% by 2020. The cause is unknown and at present there is no cure. IBD often develops between the ages of 15 and 30 but can start at any age.

With your support, CCA can continue to raise awareness of IBD in the community, and fund research to help find a cure for IBD. Your fundraising will help us provide members, their families and friends with information, counselling and support services.

Before you get started, we will send you a fundraising authorisation number. This is because the Charitable Fundraising Act 1991 states that anyone wishing to raise money for charitable purposes must hold an authority to fundraise.

The following Community Fundraising Kit is designed to assist you in planning your fundraising activities to support CCA. Once you have read through the Kit, please complete, sign and send back the enclosed Fundraising Offer Form.

Please feel free to contact CCA if you have any questions or queries.

Thank you again for your support!

Spotlight ON... Kieran Joiner

Kieran Joiner was diagnosed with Crohn's disease a week after his 15th birthday, in 2004. With the backing of his school, Norwood Secondary College, he elected to spread his studies over two years. Kieran was awarded the school's prize for chemistry, as well as the 2008 Endeavour Award, announced at the valedictory dinner. The award was for overcoming adversity, and helping the community, exemplified by the fundraising day Kieran organised at his school in October 2008.

Kieran said, "I really wanted to help out because the government doesn't do much for fundraising, it's more the people connected to it. I just wanted to make a difference and raise awareness so we can get more research happening." Kieran coordinated a free dress day, as well as a 'teachers versus students' sports match, which raised more than \$2,000 for Crohn's & Colitis Australia!

Where to Start?

Fundraising can be an extremely enjoyable experience for all involved, especially when you feel a real sense of achievement after the event! The most important things that contribute to a successful fundraiser are organisation and enthusiasm!

It is our role to provide you with support throughout your fundraising process. We hope that the following ideas will assist you and motivate you to hold a great fundraising event (or maybe several events!).

Of course all of these ideas are just suggestions for you to build on. We are open to new ideas, and any weird or wonderful events you might want to hold. Remember that when you are fundraising to have FUN!

Choose a fundraiser that is within your means to hold. That is, make sure that you have adequate time, commitment and dedication to follow through with your planned event. Whether you want to hold a series of small fundraisers, or one large one, it's up to you!

Remember that you are not alone when it comes to your fundraising pursuits. Crohn's & Colitis Australia™ is happy to help in any way that we can! Let us know about your event so that we can advertise it on the website and – depending on the timing of your event – in our magazine.

We are happy to provide brochures for you to hand out, posters to put up, and to be here to answer any questions that you may have during your organisational stages. Please do not hesitate to contact us at any time throughout your fundraising preparation.

All the money that you raise goes straight back into funding support programs for those with Crohn's disease and ulcerative colitis, and into research for a cure. We are 100% committed to raising funds – never feel that you are alone. We are constantly approaching charitable trusts and foundations for sponsorship, as well as approaching governments to secure further funding.

CCA do not receive any government funding as yet, so we rely completely on fundraising and membership fees to carry out our mission.

We greatly appreciate your support, and look forward to supporting you in your fundraising endeavours. The following document is merely a suggested plan, with resources and ideas to assist you in your preparation stages. It is not meant to be finite or definitive, and we hope that you will use this as a guide to develop your own plans to maximise your own fundraising opportunities for the best possible results.

Don't forget to contact us after your event! We always love to hear what positive things our members are doing, particularly if you have some photos and a story that we can include in our magazine.



Some Suggestions for Fundraising

'Athons' – These are popular concepts for fundraisers – Walkathons, Spellathons, Readathons, Danceathons, etc. This way, people participating are sponsored for however many units of the 'athon' are completed (kilometres, words, hours, books read etc.) The idea is to get sponsorship for how every many units of the 'athon' you complete. This can be a good way of encouraging competition between participants, as each fundraiser attempts to raise the highest amount. Some groups even offer prizes and rewards to those who achieve certain goals. As they require a lot of organisation, it may be beneficial to find a system that you can replicate, rather than starting from scratch. One of the most popular 'athons' is the MS Readathon www.msreadathon.org.au

Auction – Auctions are a popular tie-in for fundraising events. For example, you could hold a Trivia Night with an auction during the evening. You could auction donated items or services such as cooking, or a handyman. If you are willing to source it, donated items make for excellent auctions to. Sporting memorabilia is extremely popular. Ask around in your local community, you would be surprised how many people know a sporting personality! Contact some local businesses to see if they are interested in donating goods. For a twist on the typical auction, consider holding a silent auction, or auctioning several items. It is a great way to raise a lot of money quickly!

BBQ – Barbecues are a great way to bring people together for an informal lunch or dinner. You can host a sausage sizzle and collect gold coin donations. If there are children attending, you can always include additional activities such as a jumping castle, face painting, and lucky dips. If you know a local butcher who can donate sausages for you, your local Bunnings store offers venues and equipment for Sausage Sizzles. (http://www.bunnings.com.au/contact-us_in-the-community_local_involvement.aspx#Sausage) These popular fundraisers are often booked out up to six months in advance. Bunnings provides the equipment and venue, and contact your local butcher and baker to donate bread and sausages. An excellent way to raise funds without too much pressure on you!

Bike ride – There are lots of interesting bike trails around the country – choose a trail, gather a group and make it a fun day (or hour)! Family and friends can sponsor you to ride The Great Victorian Bike Ride (<http://www.bv.com.au/>) or the NSW Big Ride (<http://www.bigride.com.au/index.asp>). There are lots of options – it could also prove a valuable team building exercise for your organisation!

Spotlight On... Damian Watson

31-year-old CCA member Damian Watson endured the ride of his life! Damian, who has Crohn's disease, established the "Crohn's Crusaders" team, who cycled the 2009 Tour de France route to help find a cure for Crohn's disease. The team followed the Tour's gruelling 3500km route through Monaco, France, Spain, Andorra, Italy and Switzerland.

All funds raised were contributed to the CCA Research Fund. Damian said: "This is an extraordinary opportunity to support a cause that I'm incredibly passionate about. I hope the cycling community will take an interest in my ride and support me in this challenge."

In August 2009, Damian and his team have so far raised a massive \$22,373 for Crohn's & Colitis Australia.

Bingo night – Classic bingo nights are always a lot of fun. For something different, try variations on traditional bingo, like playing with letters, words, or have a themed night – perhaps tie in a dress up competition and have all the words related to that theme. Search for “bingo cards” or “bingo sheets” on the internet to download example bingo sheets. Don't forget to have markers for people to use to cover their numbers!

Birthday party – In lieu of gifts, ask guests to donate to CCA (see attached)

Book club/party – Get a group together to discuss a book, swap books, and raise funds! A great place to start for ideas and book recommendations is the ABC Book Club (<http://www.abc.net.au/tv/firsttuesday/>). Each person attending could offer a gold coin donation each meeting to CCA.

Car washing – If water restrictions allow for that of course! Contact a local business to help you with a high traffic venue. This is a particularly good activity for children and teenagers to help with. Be sure to check with your local council for rules and regulations, and make sure that you are in compliance with environmental codes for water runoff and waste disposal. Some places advertise the car wash as FREE and then a donation of any amount to CCA is encouraged.

Card night – Poker, bridge, or even Go Fish! If you are feeling more adventurous, you could extend the evening into a Casino Night – make sure that all your participants are over 18! There are events companies that specialise in holding casino nights, and can tailor packages to suit your group. A Casino Night could be a fun twist on your office Christmas party, and make for a great fundraiser for CCA!

Carols Night – People are often very generous around Christmas time, and everyone enjoys a Carols Night! This can be an easy tie-in to your Christmas party. Invite family and friends, purchase (or have donated) some candles, and turn up your carols CD! Encourage people to bring food to share, and collect donations on the night for CCA – perhaps award prizes for the Best Christmas Outfit, the Best Caroller, the Worst Caroller, the Loudest Caroller, etc... Another fun way to raise money is to have a prize, such as a Christmas Hamper, and have people toss gold coins at it – whoever's coin lands the closest wins the hamper, and it is a very quick way to raise money, as people become very competitive!

Casual Clothes Day – Encourage your office or school to implement a 'casual clothes day', where people pay a small fee to be allowed to wear casual clothes to work or school, and let them know that the money will be donated to CCA! Some fun variations (particularly for primary schools) include 'silly socks day', or a 'funny hat day'.

Charity ball – These are extremely popular, high profile fundraising events. This requires a great deal of organisation, but the returns can be incredible. Try to secure a venue that is donated, and have a draw card such as a band, performance or celebrity. People can purchase individual tickets or tables, and it is a great excuse to get dressed up for a good cause! Remember though that while themed balls (masquerade, black tie, etc) are popular, they require a great deal of work and a well planned budget. Aim to have as many things as possible sponsored or donated, such as venue, food and drinks, and entertainment. Make sure that you have a team of people to help you.

Chocolate drives – Contact your favourite confectioner for more details. Some suggestions include Cadbury® (<http://www.fundraising.com.au/>) and Mars (<http://www.marsfundraising.com.au/>), as both offer fundraising programs that are easy to implement in schools or community groups.

Christmas in July – This can be a great way to put into practice some of the Christmas fundraisers in the middle of the year. As people are so busy in the lead up until Christmas,

perhaps you could have a Carols Night in July to raise funds. A great excuse for eating plum pudding in winter!

Christmas lights – Get your whole street in on the act and ask onlookers to make donations. Let your local newspaper know, and sometimes they will publish a list of streets that are particularly good for Christmas lights.

Coin Lines – Coin lines can be a lot of fun when they are properly managed. They are particularly good for schools to implement. Encourage students to bring as many coins from home as they can, and then all the coins are arranged in a line by the students. By making it an annual event, schools can try to break the record from the previous year, and make the line as long as possible!

Competitions – Competitions are another easy fundraiser to tie into a larger scale fundraiser, or to have on their own as a simple way of raising money. A popular competition is to fill a glass jar with something such as jellybeans, Smarties or M & M's, and charge people to guess how many are in the jar. Whoever guesses the number closest to the amount wins the whole jar! This is an easy event to have at a school fete or in the workplace, as it requires minimal space and basic organisation.

Spotlight ON... Kate Eldred

CCA member Kate Eldred facilitates a Support Group in Victoria. In May 2009, Kate's support group organised a barbeque at the local Bunnings Warehouse to raise funds for CCA support services.

Kate and her support group organised all the food that was served, as well as a schedule for the day. Members of the support group volunteered their time to serve hungry shoppers, and from a single day they raised a massive \$1,700!

Concerts – If you have friends or family who are musicians or performers, see if they are interested in doing a performance gratis. Otherwise, consider approaching some local bands and artists to see if they are interested in raising their profile. Use the concert as an opportunity to charge for entry, food and drinks. This is a good opportunity to offer tie in fundraising, such as competitions, raffles, auctions etc.

Crafts – If you have a talent for making jewellery, handbags, greeting cards, bookmarks, Christmas decorations etc, consider selling them at a local market, and donating a percentage of the profits to CCA. Or, hold a 'jewellery party' and invite your friends and neighbours to purchase items.

Dollar for dollar – Also known as "Matched Giving" – This is where your boss, company or a local business matches your donation dollar for dollar. This immediately doubles any donations! This is a great way for companies to positively raise their corporate profile by aligning themselves with a charity.

Everyday Hero - A useful tool for fundraisers to use is Everyday Hero and My Cause. Both of these sites allow you to create your own fundraising page, where you can post photos, information and fundraising targets. Anyone can be invited to make donations and leave a message of support for you as the fundraiser. Donations are tallied and displayed in the fundraiser page meter for everyone to see. Once someone makes a donation, it is automatically processed and transferred to CCA. <http://www.everydayhero.com.au/> and <http://www.mycase.com.au/index.php>

Exhibitions – There are lots of options for exhibitions such as art, craft, fashion, or photography. Ask at your local schools and universities to offer an opportunity for up and coming artists to donate their work for viewing and for sale. Charge an entry fee to the exhibition, and aim to have food and drink donated.

Fancy Dress Party – You can have a fancy dress party on its own, or as part of another event (for example, a Trivia Night). You can keep it simple and just charge an entry fee, or you could organise games to be held throughout the night, and charge an entry. Try and source prizes to offer to the best dressed to add incentive. Again, this is a good opportunity to tie in other fundraisers, such as competitions, raffles etc. Themes include: Musicals, Superheroes, Hollywood Celebrities, Famous Musicians, Famous Couples, Disney Dress Up, James Bond, or select an era such as the 60s, 70s or 80s.

Fashion Show – Enjoy a night of style with women's wear, menswear, children's clothing, bridal shows etc. Contact local fashion stores to support you, and ask friends to model for you. This could be a great tie-in to Mothers' Day or Fathers' Day, or just for fun! Don't forget to source a stage from somewhere. Considering asking a stylist to MC your evening and discuss the latest trends.

Food fair – Get a group of people together to have a baking day, and then sell your tasty goods at your local market, or school fete!

Fun Run – Enter a team in a marathon (or half marathon) and select CCA as your beneficiary charity. Set up an Everyday Hero Page (see attached) and encourage your family, friends and colleagues to donate to a good cause. You will get fit at the same time! Marathons are held frequently around the nation, including:

Victoria: Run Melbourne, Melbourne Mile, Melbourne Marathon

New South Wales: Run the Bridge Sydney Marathon, City to Surf

Queensland: Gold Coast Airport Marathon, Bridge to Brisbane

South Australia: City to Bay Fun Run

ACT: Canberra Challenge

Tasmania: Derwent Valley Australia Day Fun Run and Walk, Cradle Mountain Ultra

Northern Territory: Alice Springs Marathon

Western Australia: The Athletes Foot-Nike Busselton Half Marathon & Pro Busselton Charity Fun Run & Walk, City of Perth Challenge, Perth City to Surf

Garage sales – Encourage your friends and neighbours to contribute their unwanted items, and hold a garage sale, or sell your items on Ebay. This sort of fundraiser costs next to nothing to hold (depending on your advertising costs), and it is an excellent way of clearing out unnecessary clutter!

Garden party – An interesting twist on a traditional get together, and a lovely way to spend a spring or summer afternoon. Perhaps consider a morning tea or afternoon tea to cut down on catering costs, or encourage people to bring their own cakes and snacks to share. If children are attending (or the young at heart!), outdoor activities such as musical chairs are always popular.

Go Without – Get a group together to go without something for a month, week or day! Be creative – this could be television, mobile phone, car or coffee. Encourage your friends, family and colleagues to sponsor you in your challenge!

Hourly Rate – Hire yourself and your services out – perhaps mowing lawns, ironing, or book keeping. Make sure you investigate any permits that are needed for certain activities. Similarly, if you know a good hairdresser, create a fun and social atmosphere and offer \$15 or \$20 haircuts. Other ideas include manicures, pedicures, massages or facials.

Karaoke – Bring out that Madonna/Robbie Williams in people! Ask for donations for people to sing (or alternatively to stop them from singing!) or ask for people to donate a gold coin per song. Karaoke machines and CDs are readily available, and make for an extremely fun night!

Lamington Drive – This is a popular fundraiser to be held in schools and workplaces. Contact your lamington supplier (or another food product such as donuts or fruit) and they will assist you to run a successful drive. Generally, you will be supplied with order forms to hand out, and set a date for their return (or you can take orders yourself), and then the money can be donated to CCA and the goods are handed out.

Learn – Unleash your hidden talents and teach people to knit, mediate, do yoga, play bridge... It could be during their lunch break, at Mothers' Clubs, after work etc. You could even run a weekly course over a month or two and charge participants typical rates to join. Perhaps this could be cooking, or learning to speak a foreign language.

Movies – Everyone loves the movies, so this proves an easy way to raise funds. Hoyts offers a program where you can purchase tickets to on sell and donate the profits: http://www.hoyts.com.au/Corporate_Sales/Fundraising.aspx. If you wanted to host a fundraising event at a cinema, you could consider booking out an entire cinema or a group booking at Gold Class or similar. This can work especially well for events such as film premieres. <http://www.greaterunion.com.au/cinemas/groupbookings/index.asp>)

Murder Mystery Parties – Murder Mystery Parties are really fun events that can be run easily and effectively. In essence, guests assume the role of characters in the mystery, and clues are solved to find the 'killer'. There are lots of ready made kits available upon which to base your party, or you can even hire hosts to put it on for you! These parties are easy to adaptable to suit the number of people attending your event - smaller groups can be held at home, and for larger groups, you can book a restaurant or use your school or community hall.

Race day – Have a day at the races, and pick a theme – perhaps all blue or mad-hatters! Enjoy horse racing or greyhound racing, and have a great day out with friends and raise some funds at the same time!

Raffle – A reliable fundraiser. Raffle off a donated TV or hamper (from a local business) and sell tickets at your school, community group, sports group etc. Make sure you check permits in your state regarding raffle terms and conditions before proceeding.

Running or walking groups – Organise your friends, work or club to get out and get some fresh air for a good cause. Start up a morning/lunch time/after work walking group and ask for a small daily/weekly/monthly contribution.

Sports day – Sports days are great fun for schools or for already established sporting groups. Encourage fun activities such as egg races, as well as more competitive games – perhaps a students verses teachers, or children verses parents basketball, soccer or netball.

Sports Groups – Often sporting teams will pay for court/field hire (usually around \$8 per person). Charge \$10 per person, and at the end of the season, donate the money that has accumulated. A quirky idea is to give the group a fun name related to their sport, such as 'Squash Crohn's and Colitis' to inspire generosity, encourage team spirit, and raise awareness.

Theatre – If you and your friends are creative or theatrical, consider putting on a show for your friends and family. Or if you have lots of acts, maybe consider a Talent Show! Theatres can be hired on blackout nights quite cheaply, or you can hire a stage and stage it at your house. Ticket sellers such as Sticky Tickets (<http://www.stickytickets.com.au/>) offer a hassle free way to sell tickets to your event. If you prefer being an audience member to a performer, consider becoming a group booker to allow you to access cheaper ticket rates (<http://premier.ticketek.com.au/shows/show.aspx?sh=GROUPS05>). This way, you can

purchase a group booking and sell tickets to your friends at the regular price, donating the difference to CCA.

Treasure hunt – Treasure hunts are fun for children and adults alike. Easter egg hunts for kids are great fun, while car rallies with clues and map references for adults are challenging and entertaining. Award prizes for the first person to finish, the most amounts of clues solved, and any other special or crazy reason that you can think of!

Spotlight ON... Romina Venditti

Romina was diagnosed with Crohn's disease in 2004. In September 2008, she rallied community support for a trivia/auction night at the Italian Social Club in Thornbury, Victoria.

The event was attended by 126 guests, and Romina raised \$5,065!

This is an incredible effort – even more amazing as this event took place just one month from her wedding! Well done Romina!

Trivia night – These are popular, enjoyable events that appeal to a vast range of ages and abilities. Get the brains ticking with your tantalising trivia questions – remember that approximately 80% of your questions should be relatively easy to answer. Tie in raffles, auctions or competitions with your event to make it a profitable exercise!

Weddings – in lieu of gifts, ask wedding guests to donate to CCA.

Wine tasting – Contact a local wine cellar to partner with you to hold a wine and cheese night at their premises. By charging an entry fee, you can raise funds. It is also a valuable opportunity for the wine cellar to sell their products, and promote their store, while raising their community profile.

Websites to assist you:

<http://www.fundraisingideas.com.au/>

<http://www.fundraisingdirectory.com.au/>

<http://fundraisingresources.com.au/>

For more ideas, or suggestions please feel free to contact CCA on 03 9815 1266 or email: info@crohnsandcolitis.com.au

Spotlight ON... Penni Michael & Elie Koullacas

When Mother and Daughter team Penni and Elie read about CCA's \$1 million Research Campaign, they decided that they would do their bit to help.

They convened a working group of family members and set about planning a fundraising event that would appeal to a wide audience, and above all, would be fun. Penni and Elie organised a luncheon at Mihal's Tavern in Box Hill, Melbourne, and started spreading the message through word of mouth, calling in favours from friends to help publicise the event.

"We played around with different ideas, but it was Ellie's idea, and it reflects our Greek heritage," Penni said. The luncheon was attended by about 200 people, who also took part in Greek dancing, a live auction, and purchased goods from market stalls. The event raised more than \$9000!

"We were flabbergasted by the support," Penni said. "Even people who couldn't come sent money." CCA is extremely grateful to everyone who contributed, as it has certainly helped boost our research fund!

Do you have an Event to celebrate?

Are you planning on having a party? Are you planning to celebrate a birthday, anniversary, bar mitzvah, Christening, or even a house warming or Christmas party?

Why not make it a touch more special by asking your friends and family to help celebrate the occasion with a donation to CCA.

CCA can provide you with a letter and form to accompany your invitations or you can simply collect donations on the day.

Fill out the pledge sheet, to keep a track of the donations on the day, and forward that to CCA along with the monies collected. We will then issue receipts and forward a special thank you letter to yourself with the overall amount you have raised as well as a list of the individuals donations.

Remind your guests that all donations over \$2 are tax deductible!

Spotlight ON... Kerri and Gideon Gunn

For their 40th birthdays, husband and wife team Kerri and Gideon Gunn decided that in lieu of presents, guests could donate to one of three charities, including CCA. Kerri said the couple was eager to support CCA, as Gideon has Crohn's disease and underwent a major operation 18 months ago.

Kerri said, "Particularly since the surgery, we both felt the search for a cure was important. We thought rather than getting stuff we don't need, we would do this instead. We just wanted our friends to have a good time and this is a nice way to give something back."

The couple donated a fantastic \$1,159 to the CCA Research Fund.

Why choose to celebrate your event with CCA?

- ✚ Currently there are 61,000 Australians are affected by IBD, some 28,000 with Crohn's disease and around 33,000 with ulcerative colitis.
- ✚ CCA is a registered not-for-profit national organisation funded entirely through membership fees, sponsorships, donations and fundraising activities. CCA does not currently receive financial support from either the state or federal governments.
- ✚ CCA aims to provide IBD sufferers with access to the latest treatment information and research, relevant support services and a voice for ongoing lobbying and awareness building. We strive to create awareness of IBD in the community and provide national education programs aimed at empowering those living with IBD to better manage their illness.
- ✚ IBD is a 'silent' disease. It has a low public profile and sufferers often feel invisible and vulnerable. Lack of knowledge in the community about the disease and its symptoms lead to discrimination both socially and in the workplace.
- ✚ Often people have no idea what to buy someone for a gift – make the decision easy by giving your friends and family the opportunity to donate to improve the lives of over 61,000 Australians.
- ✚ If you feel uncomfortable having a gift registry but would still like to give some guidance to your family and friends, a donation to CCA is the perfect gift idea for them!
- ✚ Do you know someone personally with IBD? A donation to CCA in lieu of gifts or flowers is the perfect way to help them.

Fundraising Tips

The most important thing to remember when planning fundraising is to **have fun!**

- ✚ Stress the importance of a donation, any donation, no matter how big or small the donation is – it will make a difference.
- ✚ Remember to start fundraising early and remember to ask everyone.
- ✚ Set yourself a target/goal (a realistic goal that is!). Let others know of your goal, and keep a tally so you can see how you are going.
- ✚ Always remind people that all donations over \$2 are tax deductible.
- ✚ Remember to contact as many people as possible to maximise your chances of success when sourcing donations etc.
- ✚ Try to get your local community groups involved, for example, fishing club, sports group, RSL.
- ✚ Aim to keep your expenses as low as possible. You can lower your costs as much as possible by having goods, prizes and venues donated.
- ✚ Approach printers or companies to help with the costs of printing (for advertising, programs etc.) or venue hire.
- ✚ Take lots of photos and send or email them to CCA. We love to share fundraising stories in our magazine. Your stories and photos will encourage others to run their own fundraising event.
- ✚ Depending on the timing of your event, you could aim to tie in your event to Mothers' Day, Valentine's Day etc. in order to establish a theme and encourage people to enjoy a day out while raising funds for a good cause.

Spotlight On... Amber Yates



Amber Yates is a self-employed businesswoman whose hobby of making butterfly cut-outs has morphed into a fully-fledged business that creates "windswept and interesting artworks" to adorn walls and stationery. Amber is a member of CCA, and generously decided to donate 5% of her sales to CCA to maintain our support programs and help raise awareness.

Amber says, "Part of my dream for this business is to pass on awareness to people who know someone with this kind of disease, to show them that we need empathy and understanding, not pity or misconceptions. For those who deal with this every single day of their lives with no reprieve, I want them to know that they don't have to be embarrassed or feel like they are the only ones – focus on what you can do and not on what you can't."

To support Amber and CCA, go to www.loveqj.com.au where you can view the full range, stockists and contact details.

Frequently Asked Questions

How can CCA assist me to fundraise?

CCA can assist you with advertising your event, and offering support during the preparation of your event. If you would like to discuss advertising opportunities (magazine, email campaigns, website), please contact the CCA Fundraising Manager. CCA can also provide support material, such as brochures, information and posters. Unfortunately, due to limited resources, CCA is not able to take a co-ordinating role in your event. We are able to provide guidance and support, but are unable to undertake any other fundraising tasks for you. If you would like a CCA representative at your fundraiser (to accept a cheque for example), please provide three weeks notice for this to be arranged.

Do I need insurance?

In most instances, CCA can provide a Certificate of Currency for Public Liability Insurance. This is dependant on the activity being held, and the venue requirements. Please contact the CCA Fundraising Manager if you would like to discuss required insurance.

Are there any rules or regulations that I need to know?

You will need to be familiar with the rules surrounding the Charitable Fundraising Act & Regulations Act (for your state) for licences, permissions, raffles, receipting etc. The CCA community fundraising guidelines have been developed in order to meet the requirements, please read these guidelines thoroughly to prevent you from unintentionally breaking any legal requirement. For additional information, please contact CCA.

How do I prove that I am authorised to raise funds for ACCA?

When we approve your fundraising activity, we will send you an official letter of endorsement on CCA letterhead, signed by a CCA staff member. This document is your proof that you are an approved fundraiser.

What do I do with the money that I have raised?

There are lots of simple ways to transfer the funds raised. Please contact CCA to make arrangements.

What about receipts?

Please keep a detailed record of all donations received and CCA will organise receipts for the monies raised.

I am unable to hold my own fundraising event, but I would still like to help. Is there anything that I can do?

Of course! If you would like to help in other ways, we encourage you to contact us to discuss other options. We always have opportunities for volunteering (see attached), whether it is administrative work, peer support, or events assistance. Perhaps you can purchase CCA merchandise to sell to your friends, such as Christmas cards and branded goods. We also encourage members to sell raffle tickets during our raffles. Please contact our Fundraising Manager to find out more about upcoming projects.

What are the best ways for people to donate money?

CCA accepts donations via credit cards (VISA or Mastercard), cheques, and online donations through Our Community.

http://www.ourcommunity.com.au/member/directory_details.do?orgId=829

VOLUNTEERS WANTED

There are lots of ways you can help








Volunteers are integral to the efforts of CCA to provide support for the Crohn's & colitis community.

Across Australia, we need volunteers to play the vital roles of increasing awareness and generating funds for research and support.

Volunteering is a positive way to help CCA and people living with Crohn's & colitis.

Enthusiasm and a desire to help are the only qualifications you need.

Volunteering provides opportunities to:

-  Make a difference
-  Share skills and experience
-  Learn new skills
-  Teach others
-  Gain valuable work experience
-  Meet people and make new friends
-  Increase your confidence and self-esteem

There are lots of ways you can help: selling merchandise, organising events or assisting with administration. Perhaps you have particular skills or access to resources that you would be willing to share. Even if you only have a little time to spare - we could still use your help.

We make a living by what we do, but we make a life by what we give.

- Winston Churchill

If you are interested in becoming a volunteer or would like more information contact us to request a Volunteer Expression of Interest Form. Email: info@crohnsandcolitis.com.au or phone: 1800 138 029

Spotlight ON... Christmas Volunteers

CCA received an early Christmas present when we were nominated by Catherine Maiore, Assistant Store Manager at the Harris Scarfe Highpoint store in Melbourne as its charity of choice to benefit from its annual Christmas wrapping fundraiser.

With just two weeks notice, CCA was able to round up 100 wonderful volunteers – comprising members, friends and families, and CCA staff – to wrap presents for shoppers at both centres in the two weeks leading up to Christmas. "Harris Scarfe was extremely pleased to throw our support behind Crohn's & Colitis Australia in our Highpoint and Eastland stores, particularly given Catherine's involvement with the charity," Harris Scarfe corporate affairs general manager Paulette Kolarz said.

Harris Scarfe provided the wrapping paper and ribbons, and the gold coin donations from shoppers raised \$2264.

Everyday Hero Online Fundraising for CCA

If you are looking for a simple way to raise money for CCA, Everyday Hero online fundraising is the answer!

Online fundraising is easy to use, and extremely effective! You can have a lot of fun too, uploading photos, updating news and reading comments left for you by your supporters. In the past, Everyday Hero has been used for a range of fundraising activities such as Fun Runs, In Memory, In Lieu of Gifts, Concerts, and Trivia Nights.

It does not take long to build your own personal fundraising page and send it out to all your contacts – friends, family, and colleagues – asking for their support. This way, you do not need to chase up money, handle any cash or deposit cheques into the bank; all of this is managed by Everyday Hero!

To set up your online fundraising Everyday Hero page, follow these steps:

1. Go to www.everydayhero.com.au
2. Create a Profile by clicking on the “Sign Up” button
3. Use the keyword “crohn” or “colitis” to search for Crohn’s and Colitis Australia™, and select as your beneficiary charity.
4. Email your contacts to tell them about your page!

Tips and Tricks to Make the Most of Your Fundraising Page

- ✚ Add a photo to your page of yourself or your event to make your page more personal
- ✚ Don't set your fundraising target too low!
- ✚ Email your close friends and family first – they are the most likely to donate!
- ✚ Encourage your friends and family to forward the link to their friends in order to reach as many people as possible.
- ✚ Keep your Everyday Hero Page updated with news that may be of interest to potential supporters.
- ✚ Ask for your Everyday Hero link to be included in any press reports, websites, newspaper articles, posters, flyers and newsletters.
- ✚ Don't stop fundraising once your event has finished! Many people will opt to donate after the event, to thank you for your effort.

Spotlight ON... Keith Dunkin

Keith Dunkin has completed his marathon challenge to raise funds for CCA, by finishing the Sydney marathon recently. Keith had set himself a goal to run the Sydney marathon sub 5 hours – he crossed the line at 4.59.56 – with four seconds to spare.

Keith said: “Simply, having a child who was diagnosed with Crohn's when very young has made me realise how unknown Crohn's and colitis are. We have encountered many half understood facts about the diseases and I felt that as an employee of a large multinational company I would have a great opportunity to raise funds to support young sufferers.”

Through Keith's Everyday Hero website, colleagues, family and friends generously donated almost \$2,300!

Donation Pledge Form - Fundraising Record Sheet

Crohn's & Colitis Australia can issue tax-deductible receipts for donations over \$2. If any donors require a receipt, please complete the form below. Please photocopy as needed, or contact CCA for more copies.

Fundraising Event: _____	
Your Details: (A tax deductible receipt will be forwarded shortly. Please allow 4-6 weeks for processing)	Donation Details:
Name: _____	Enclosed is my:
Address: _____	<input type="checkbox"/> Cheque (payable to CCA)
Suburb: _____	<input type="checkbox"/> Money Order
State: _____ Postcode: _____	<input type="checkbox"/> Cash
Phone number: _____	OR
Email: _____	Please debit my:
<input type="checkbox"/> Please tick this box if you are not a member and do not want us to contact you in the future	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
	Number: _____ - _____ - _____ - _____
	Expiry Date: ____/____
	Amount: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$200 <input type="checkbox"/> \$500
	Other: \$ _____
	THANK YOU FOR YOUR GENEROSITY!

Fundraising Event: _____	
Your Details: (A tax deductible receipt will be forwarded shortly. Please allow 4-6 weeks for processing)	Donation Details:
Name: _____	Enclosed is my:
Address: _____	<input type="checkbox"/> Cheque (payable to CCA)
Suburb: _____	<input type="checkbox"/> Money Order
State: _____ Postcode: _____	<input type="checkbox"/> Cash
Phone number: _____	OR
Email: _____	Please debit my:
<input type="checkbox"/> Please tick this box if you are not a member and do not want us to contact you in the future	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
	Number: _____ - _____ - _____ - _____
	Expiry Date: ____/____
	Amount: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$200 <input type="checkbox"/> \$500
	Other: \$ _____
	THANK YOU FOR YOUR GENEROSITY!

Fundraising Event: _____	
Your Details: (A tax deductible receipt will be forwarded shortly. Please allow 4-6 weeks for processing)	Donation Details:
Name: _____	Enclosed is my:
Address: _____	<input type="checkbox"/> Cheque (payable to CCA)
Suburb: _____	<input type="checkbox"/> Money Order
State: _____ Postcode: _____	<input type="checkbox"/> Cash
Phone number: _____	OR
Email: _____	Please debit my:
<input type="checkbox"/> Please tick this box if you are not a member and do not want us to contact you in the future	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
	Number: _____ - _____ - _____ - _____
	Expiry Date: ____/____
	Amount: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$200 <input type="checkbox"/> \$500
	Other: \$ _____
	THANK YOU FOR YOUR GENEROSITY!

**This is an example of a letter used to source donations.
Please contact CCA for electronic copies of documents.**

Dear XXYY,

I am currently organising a Fundraising Event to raise money for Crohn's and Colitis Australia™. As a not for profit organisation Crohn's & Colitis Australia™ (CCA) rely on fundraising activity to be able to provide support and services to people living with Crohn's or ulcerative colitis.

CCA receives no government funding so it is only through the generous support of individuals and organisations that CCA has been able to provide help to thousands of people over the last 23 years. However, it is only through ongoing support that CCA can continue to do this.

This document will provide you with information about the organisation and the conditions Crohn's disease and ulcerative colitis.

We are seeking assistance of in-kind donations of good and/or services that we can raffle, auction or give away as part of our fundraising activity.

Funds will go towards making life more liveable for the 61,000 Australians and their families living with IBD.

ABOUT CROHN'S & COLITIS AUSTRALIA™

CCA is a registered national charity, whose mission is to support the Crohn's and colitis community with a focus on confidential support programs including education, advocacy, counselling, increasing awareness and generating and utilizing funds for research and support. The organisation is entirely funded through sponsorship, memberships and donations.

As the peak body representing people living with IBD, their carers, friends and families, CCA is committed to creating positive social changes and government policy for the betterment of the IBD community.

WHAT ARE CROHN'S DISEASE & ULCERATIVE COLITIS?

Crohn's disease and ulcerative colitis are collectively known as inflammatory bowel disease (IBD). This is not to be confused with irritable bowel syndrome (IBS). The two conditions are quite different and so are their treatments.

With Crohn's & ulcerative colitis, the lining of one or more parts of the gastrointestinal tract becomes inflamed. This can lead to symptoms that are embarrassing, painful, and can potentially lead to an early death due to complications. 47% of people diagnosed with IBD are at risk of a premature death due to complication from symptoms or treatments. Symptoms can include debilitating pain in the abdomen, life threatening weight loss, frequent diarrhoea (sometimes with blood and mucus), tiredness, fever, mouth ulcer, nausea, vomiting, skin rashes and jaundice.

Chronically impacting quality of life, sufferers of ulcerative colitis and Crohn's disease may experience symptoms intermittently, going into relapse or remission at any time. Some sufferers need continuous medical therapy to control symptoms. For example some people with Crohn's can have up to 30 surgeries in their lifetime.

IBD is a chronic condition and currently there is no cure.

Scientists don't know exactly what causes IBD. Further research is needed to discover the cause of IBD, and help find a cure. Part of the important work that Crohn's & Colitis Australia™ conduct is to raise funds for such research.

There are currently 61,000 people affected by IBD and predicted to rise by 23% by 2020. The onset of the disease can arise at any age, however symptoms typically start to occur between 15-30 years.

It is more prevalent than epilepsy, multiple sclerosis, rheumatoid arthritis, eczema or schizophrenia yet there is limited public awareness. Part of the role of Crohn's & Colitis Australia™ is to raise the profile and understanding in the community of the issues faced by those suffering with these conditions.

As a chronic illness, IBD affects all aspects of a person's life – from starting a family, maintaining an active social life, and time off from work or study. As a young person's disease, 75% of people living with IBD are of working age and due to their symptoms and misunderstanding in the workplace, they endure financial hardship, missed career opportunities, loss of income, anxiety and associated depression.

HOW YOU CAN HELP

Your organisation can help make life more liveable for 61,000 people by **XXYY**.

Examples include:

- Donating goods to be used as prizes
- Making a donation to CCA
- Supplying food/drink/venue for our event

Thank you for considering this proposal. I will contact you in the next few days to discuss this opportunity with you further.

Together we can make a difference.

CONTACT

Your Name

Contact Details

Phone

Mobile

Email

Fundraising Authorisation Number

Items from Crohn's & Colitis Australia

If you require additional assistance, the following can be provided by CCA.

- ✚ **Electronic versions of letters** to source donated goods and services. This way, you can simply change the details to suit your particular event, print it out, and send it to your selected companies and organisations.
- ✚ **Support letters on CCA letterhead.** If you would like CCA to write a letter of support regarding your event, (for example, to give to a venue), we can have this organised.
- ✚ Crohn's disease and ulcerative colitis **brochures.** These brochures provide information outlining each illness, as well as information on Crohn's and Colitis Australia™ and a membership form.
- ✚ CCA has a series of **A3 posters** that can be sourced for your event (time and resources allowing). There are also A4 posters available highlighting particular services of CCA (for example, "Can't Wait" cards, youth and family camps, etc.)
- ✚ **CCA Merchandise** to sell at your event.
- ✚ The **CCA Logo** to be used on your promotional material (with prior approval from CCA – refer to 'Terms and Conditions' for further details)
- ✚ Additional copies of **CCA's magazine**, "Inside Insight" (current and back copies) and CCA's Annual Report (stock allowing). These publications can be given to potential sponsors and supporters to encourage donations.
- ✚ **Access Economics Report 2007.** This report is a valuable tool when sourcing facts and figures regarding Crohn's disease and ulcerative colitis. Copies are available for download on the CCA website (www.crohnsandcolitis.com.au) or phone us to request a copy.
- ✚ **Public Liability Certificate of Currency.** Some venues require a copy of CCA's Public Liability insurance. If this is required, please contact CCA and we will have this organised for you.

Spotlight On... Mysan Lauren

22-year-old Mysan Lauren was busy raising money to find a cure just one month after being diagnosed with ulcerative colitis. The Townsville resident organised the "So you think you can dance ...For Colitis?" competition in June 2009 at the Bank Niteclub. As well as demonstrations by dance troupes, amateur dancers were invited to perform R'n'B and Hip-Hop routines for prizes donated by local businesses.

As well as raising money, Mysan said she planned the event to raise a greater awareness of the disease. As she had never heard of the disease before her diagnosis, she ignored the symptoms for two years, allowing the disease to spread.

By raising awareness of the disease and its symptoms she hoped to enable others to act early to bring the condition under control. This aim was aided by a prominent feature story in the *Townsville Bulletin* in the lead up to the dance competition.

"That was amazing," she said. "I couldn't believe all the attention it got." The event raised over \$1800, a total Mysan hopes to improve upon next year by expanding the competition.

Crohn's & Colitis Australia™ (CCA) Fundraising Guidelines

1 BECOMING A "CCA FUNDRAISER"

- Any person, organisation, group or other, fundraising in the name of the Crohn's and Colitis Australia™ (CCA) needs to accept the following guidelines and register their fundraising activity with CCA.
Please contact CCA if you have any questions – we are here to help!
- Please read through these Guidelines, then complete and sign the Fundraising Offer Form accepting CCA's fundraising conditions.
- Return the Fundraising Offer Form to ACCA. If your event is suitable, ACCA will send you an authorisation letter or 'sanction' to fundraise on our behalf.
- **The Fundraiser is not authorised to use CCA as its beneficiary charity until it has received the sanction letter.**

2 FUNDRAISING FOR CCA

- Due to limited resources, CCA is not able to take a coordination role in your event, such as assistance with ticket sales, soliciting prizes or organising media personalities. The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event, shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangements for the Event must be planned with the approval of CCA and CCA expects a reasonable level of liaison and information about the Event.
- Any significant changes made from the original details provided on the Fundraising Offer Form must be reported to CCA and may result in a new sanction to be authorised.
- CCA requires that there be no door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Event.

3 FINANCIAL ASPECTS OF THE EVENT

- Any expenditure involved with the conduct of your fundraiser and any disposition of funds & profits resulting from a fundraising appeal must be properly authorised by CCA beforehand.
- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event. The Charitable Fundraising Act 1991 states this as expenses not exceeding 40% of the gross proceeds.
- The proceeds of the Event, the official sanction letter, and a statement of income and expenditure together with copies of receipts for all expenditure, are to be sent to CCA **within 14 days** of the conclusion of the Event.
- Individual receipts for tax deductions for supporters of the Event can be issued by CCA if that supporter makes a donation of \$2.00 or more to CCA. If supporters would like receipts, please send a list including name, address, phone number and donation amount. If the total of individual receipts exceeds 30 please provide ACCA an electronic version of your register.
- When the supporter has received goods or services in return for money given (e.g. purchased raffle tickets or prizes at auction), a tax-deductible receipt cannot be issued.

4 DONATED GOODS AND SERVICES

- For donated goods and services, CCA requires correspondence from the company or individual stating the donated value of goods or services to the event. Accurate records of the donors' details assist CCA with financial reporting and thank you letters.

5 THE USE OF CCA'S NAME OR LOGO

- The Fundraiser cannot use the names CCA or Crohn's and Colitis Australia™, nor is the Fundraiser given the right to raise funds in those names. This means you cannot call your event a CCA event i.e. CCA Trivia Night, however you can call it an event supporting CCA.
- The CCA Logo can be supplied and used by the fundraiser if prior permission is obtained from CCA.
- CCA can sanction the use of a line of copy stating the relationship between the Fundraiser and CCA for all fundraiser promotional material. Recommended wording would be, *'This event proudly supports Crohn's and Colitis Australia™'* or *'Funds raised will go towards support services for people with Inflammatory Bowel Disease'*.
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to CCA for approval and must also state how the proceeds from the event are to benefit CCA, e.g. *'all proceeds from this event will be donated to Crohn's and Colitis Australia™'* or *'\$10 from every ticket sold will be donated to Crohn's and Colitis Australia™'*.
- If the Fundraiser wishes to use the CCA Logo on any materials or products, the Fundraiser must obtain prior permission from CCA.

6 MEDIA AND PUBLIC RELATIONS

- All media materials and press releases must be approved by CCA prior to circulation. Approval can be given within a day in most cases and we are happy to discuss any ideas you may have and provide an example press release.

7 PATIENT PROFILES & CASE STUDIES

- CCA does not encourage the use of patient profiles or case studies in events or in the media in any way that would compromise their privacy. CCA will be the sole judge of this situation. Should you wish to include some stories in your promotional material the CCA Fundraising Manager will be able to provide you with appropriate material.

8 CELEBRITIES

- Any approach made to public personalities must be discussed with CCA prior to any contact being made. The Fundraiser must not approach celebrities using the name of CCA unless specific prior approval has been given by CCA.
- Unfortunately, CCA does not have a pool of Celebrities to draw from to send to your event. Any events that are lucky enough to attract any celebrity, association has been through the celebrity's own choice and NOT through any pre-existing commitment to CCA.

9 CCA REPRESENTATIVES

- A CCA Representative may be arranged to attend your event. At least 3 weeks notice is needed.

10 PERMITS

- Some activities require permits **e.g. raffles where the total prize pool is over a certain amount.**
- Permits are also required by councils and shopping centres for outdoor events.
- If you have any queries please contact the CCA Fundraising Manager.

11 LIABILITY

- All aspects of financial and public liability and public safety are the responsibility of the event organiser. As CCA is not the event organiser it does not cover any liability on your behalf.
- The Fundraiser agrees to release CCA to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of CCA or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

12 CAUSE RELATED MARKETING POLICY (CRM)

- CRM is when a company/group with a product, image or service to market, builds a relationship or partnership with CCA for mutual benefit. Usually this involves the company donating a fixed amount or percentage of the unit sale price to CCA.
- All fundraising activities that involve selling products or services must be administered and marketed by the applicant.
- CCA reserves the right to refuse any offer of a CRM opportunity if it is not consistent with CCA's values and mission. CCA does not enter into any CRM with start up companies. Only businesses with an ABN will be considered.

If you have any questions about these guidelines, or fundraising for CCA in general, please contact the CCA Fundraising Manager on (03) 9815 1266

Thank you for supporting CCA

Crohn's & Colitis Australia™ FUNDRAISING OFFER FORM

Please complete and return a signed copy of this form to:

Crohn's & Colitis Australia™ PO Box 2160, Hawthorn Vic 3122 OR Fax: 03 9815 1299

CONTACT DETAILS

Name of Event Co-ordinator(s): _____

Name of Company/Organisation (if applicable): _____

Position Held by Event Co-ordinator (if applicable): _____

Mailing Address: _____ State: _____ Postcode: _____

Contact Phone: _____ Mobile: _____

Email: (please print clearly) _____

EVENT DETAILS

Name of Fundraiser Event/Activity: _____

Description of fundraising activity: _____

Date of Event/Time Frame of activity: _____

How many people do you expect to attend the event? _____

Fundraiser Venue and Address: _____

FUNDS

How will funds be raised? (e.g. all proceeds of raffle, auction items, ticket sales etc)

Estimated Donation: \$ _____

(This does not mean you are guaranteeing to raise this amount. It is simply an estimated figure)

EVENT HISTORY

Why did you choose CCA as the beneficiary of your fundraiser?

How did you hear about CCA?

CCA SUPPORT

Crohn's and Colitis Australia™ would like to offer you as much support as possible. We have included a number of items to assist you with your fundraising. If you wish to request more items, please contact the Fundraising Manager, and we will then allocate accordingly.

Please send me:

- Donation Box Brochures Magazines/other literature Posters

ESTIMATED BUDGET (Please adjust items applicable to your event)

This budget is only an ESTIMATE to assist you with your planning.

Income	\$ amount	Expenses	\$ amount
Sponsorship		Venue Hire	
Registration Fees		Food & Beverage	
Ticket Sales		Printing & Advertising	
Donations		Security	
Raffles		Insurance	
Auctions		Transport	
Other:		Promotional Material	
		Prizes	
Total Income	\$	Total Expenses	\$
		Total Profit	\$
		<i>(income-expenses)</i>	

I, _____ (Fundraiser's name) offer to hold my Fundraising Event _____ (Event Name) in accordance with those terms and conditions of Crohn's and Colitis Australia™ attached. I understand my obligations with regards to sending the proceeds raised to CCA within 14 days.

Signature: _____ Date: _____

If you are under 18 years of age, please have your parent/guardian/teacher sign this form on your behalf.

Name and relation (parent, teacher, guardian) of nominated adult supervisor:

Contact Phone: _____ Mobile: _____

Email: _____

Disclaimer: Crohn's & Colitis Australia™ (CCA) reserves its right to withdraw its approval for the fundraiser/event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the terms and conditions.

Thank you again for supporting CCA
Your commitment is greatly appreciated

