

Variety Motoring Events

Fundraising Guide

variety
the children's charity

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Welcome



Thank you for joining us on one of our world-famous motoring events, fundraising for Variety - the Children's Charity and helping to support kids living with disability, illness, or experiencing disadvantage.

The Motoring Event Fundraising Guide offers support for your fundraising activities. Read on for ideas, handy hints, and a few basic rules to make the most of your fundraising. Whether you need clarification or inspiration, we'd love to hear from you!

You will also receive a series of emails with some of our top tips throughout the lead up to your journey.

The Victorian office for Variety – the Children's Charity is open Monday – Friday from 9:00am to 5:00pm, located at Building H71, 63-85 Turner St, Port Melbourne.

Feel free to give us a call on 03 8698 3900 or send an email to motoringevents@varietyvic.org.au.

Please keep in touch, we're here to help!

the Variety team

Variety – the Children's Charity

THANK YOU FOR JOINING US IN CHANGING THE LIVES OF KIDS LIVING WITH DISABILITY AND EXPERIENCING DISADVANTAGE OR ILLNESS

VARIETY – THE CHILDREN'S CHARITY SUPPORTS CHILDREN AND FAMILIES WHO ARE FACING CHALLENGES THROUGH SICKNESS, DISADVANTAGE OR LIVING WITH A DISABILITY.

Variety's work allows children to gain mobility and freedom, to get out and about in the community, to communicate, achieve independence and increase self-esteem, and where possible, assistance to help them integrate into mainstream school and activities.

Our incredible community of supporters have changed the lives of thousands of kids, giving them what they need to join in life with everyone else.

How We Help

Variety provides support to families and organisations through providing grants for a range of equipment, such as wheelchairs or all-abilities playgrounds to provide practical help to kids, schools and organisations in need.

We run programs to educate and empower kids that are falling through the cracks.

We give scholarships to encourage the talents of kids living with disadvantage or disability.

And last but certainly not least, we hold kids' events to bring joy, light, and laughter to children in need and their families.





TOGETHER WE ARE CHANGING THE LIVES OF KIDS AROUND VICTORIA



Meet Ayla

For 3-year-old Ayla, a specialised trike granted during the 2026 Variety Bash is opening up new ways to explore her family's farm and join in local bike rides. Ayla lives with cerebral palsy and uses a walking frame, which makes muddy and uneven ground difficult to navigate.

Her trike's large wheels will help her explore more of the farm, giving her greater independence and more opportunities to enjoy being active alongside others.

> ***"For Ayla, the Trike enables her to have autonomy in getting out and about the farm and particiapte in local bike rides and community events with her peers."***
>
> Linley, Ayla's mum

Rev Up Your Online Fundraising

VARIETY MOTORING EVENT ONLINE PORTAL

You may have already signed up for your Variety Motoring Event using our Variety Motoring Event Online Portal run through Funraisin. However, if you haven't, don't wait! This is the hub where you can pay registration fees, promote your fundraising page AND receive donations all in the once place.

When your car captain signs up and makes payment, a car/team fundraising page as well as an individual fundraising page for the captain will be set up.

Your captain will then invite you to join the car/team page and an individual/crew member page will be set up for you. It is important every crew member sets up a page to provide important sign on information.

Use your individual/team page to collect donations.

All donations will feed up to the car/team page, but this way you can keep track of donations from your network and even start a friendly competition between crew members as to who can raise the most!

The Variety online portal is the central place where you will find all the event details and resources, complete all required sign up forms plus, and importantly, it is your fundraising platform for kids in need.

All donations made online over $2 automatically receive a tax-deductible receipt from Variety – the Children's Charity. This will be sent to your donors provided email address and contributes to your fundraising total. You will also be notified each time someone donates to your page so you can send them a thank you.

Features of Your Fundraising Portal:

- Send messages and thank supporters.
- Share your fundraising page to Facebook and other social media platforms.
- Start a Facebook fundraiser linked to your page.
- Send emails to potential sponsors (with pre-written templates) directly from the platform.
- Share your weblink, directing supporters straight to your donation page.
- A tax-deductible receipt is automatically sent via email to each person who donates (over $2).
- View your fundraising target and progress, including the total amount raised and top donations. The fundraising goal can be updated at any time - reach for the stars!
- Download all the information you need for your motoring event journey which we will update and add to the dashboard in the lead up to the event.
- Compare your fundraising progress to other entrants via the leaderboard.
- Any offline donations raised (e.g., cheque, direct deposit, cash) will not be added to your Variety Fundraising Platform unless requested. Upon request, please note it may take 3-5 business days for your donation to appear in the portal.

Top Tips to Help Your Online Fundraising Soar!

We know fundraising can be a bit daunting, and you may feel shy about asking people for donations.

No need to worry, people often surprise you with their generosity and the worst people can say is "no". If you're having difficulties, please get in touch with us – we're here to help.

Here's some of our top tips!

- Set your target and go big! If you set your goal high, supporters are more likely to try to help you meet it. And if you reach your goal - aim higher and increase it!
- Share, and share again! Social media is a great way to let everyone know what you're up to! Tagging those who have already donated helps to share your page even further, plus it shows that there are already people rallying behind your cause. And then repeat! Don't be afraid of posting frequently on social media.
- Pssst...we've put a social media guide in your Motoring Event dashboard.
- Always add an image or video when you post on social media, as these tend to get more engagement than those with only text.
- Include a link to your fundraising page - sounds like a no-brainer but can be easy to forget.
- Ask people to share, the more people who see it the better!
- Be thankful - make sure you thank your supporters who donate by tagging them. This not only shows your gratitude but helps spread your fundraising efforts further!
- Share posts from the @varietyvic pages

SOCIAL MEDIA GUIDE

Top Tips to Help Your Online Fundraising Soar!

TURBOCHARGED TIP!

Create a Facebook fundraiser through your motoring events page and see your fundraising soar!

Facebook fundraising is an awesome way to reach your target, increase your fundraising for kids in need and get the word out about your Variety Motoring Event entry! If you haven't already, set up a Facebook fundraiser from your Variety Bash page on our fundraising platform and all donations will sync to your car page!

1. Login to your online portal (fundraise.variety.org.au)
2. Click on the Create a Facebook Fundraiser button on your page header
3. Follow the prompts
4. Go live and share your page on Facebook!

It's important to set this up through your Variety fundraising page (not directly on Facebook) or your donations will not sync.

Make sure you edit your Facebook fundraiser title to include your car number.

Post on the page regularly and thank your donors in the comments to get the maximum visibility for your fundraiser in the Facebook news feed.



Top Tips to Help Your Online Fundraising Soar!

Be a Story Teller

Your main fundraising page has a blog section. Add photos and update your story as to why you've chosen to take part in the event and support kids.

Both actions show your potential donors how serious you are about fundraising for Variety – the Children's Charity and why you want to make a difference to kids in need.

Update along the way with videos, images, and pre-trip preparations!

FUN FACT: FUNDRAISERS WHO TELL THEIR STORY CAN RAISE UP TO 74% MORE THAN THOSE WHO DON'T!

Then it's time to get sharing – here are a few examples to get you started that will help educate your supporters about the cause you're fundraising for. Every time you do a post make sure you include the link to your fundraising page AND/OR make these posts on your Facebook fundraising page – the more times you share it the more donations you are likely to get.

I'm proudly supporting Variety - the Children's Charity to ensure all kids reach their full potential regardless of ability or circumstance! <insert fundraising page link>

Each year, thousands of kids and their families turn to @varietyvic for support when they need it most. That's why I'm raising money for Variety kids! You can support me to support them! Check out my fundraising page at <insert fundraising page link>

Top Tips to Help Your Online Fundraising Soar!

Set Targets and Incentives

Incentives are a great way to engage and encourage supporters to donate to help you hit certain targets. Be as creative as you want! For example:

- Every person who donates over $1,000 today will have their name written on my car door/ goes in the draw for a day trip in my Varietycar!
- If I reach $20,000, I will put a silly sticker on my car, paint my car door red, etc

Incentives are only limited by your imagination!

Get Visible

We've provided you with some social media assets, located on your dashboard, to post on your social media platforms (Instagram, Facebook, Twitter, LinkedIn, etc.). So, get ready to makeover your digital channels! Share the images along with your page link everywhere you can.

Double Up!

Double up and doubleup again! Afteryou've made your first donation,ask your family members to pledge their support by matching or doubling your effort.

Reminders

Life gets busy and social media feeds fill up. Don't be afraid to ask again or reach out to anyone that may have missed you the first time around. Often, people get busy or forget to donate. It's not that they don't want to support you, so keep reminding them.

Send an Email

You can do this directly from your dashboard under the Ask for Support tab using our pre-written template.

Alternatively, you can copy the text below directly into a new email. Start by contacting a few close family members or friends and, once there are a few donations in your tally, reach out to your wider network.

Subject: I'm proudly supporting Variety – the Children's Charity!

Dear <name>,

I've decided to fundraise for Variety – the Children's Charity by <insert fundraising event/activity>.

This cause means a lot to me as <insert why you're fundraising for Variety> and I am really excited about making a difference for kids in need!

Variety – the Children's Charity is a national non-profit organisation committed to empowering Australian children who are living with a disability or experiencing disadvantage, hardship and illness with tangible equipment and programs.

I would really appreciate it if you would support me by donating to my online fundraising page. I'm aiming to raise <target> so don't be shy, every little bit counts!

You can donateat my fundraising page by clicking this link: <insert URL link to fundraising page>

Thanks for your support in advance. Together, we can help Variety give kids a fair go! Thanks so much,
<your name>
<event name>
<car name and number>

WHEN KICKING OFF YOUR FUNDRAISING EFFORTS, IT'S BEST TO START WITH YOUR NEAREST AND DEAREST. THOSE WHO ARE CLOSEST TO YOU, LIKE YOUR FAMILY AND CLOSE FRIENDS, ARE MOST LIKELY TO BE YOUR BIGGEST SUPPORTERS AND ADVOCATES.

Join the Community!

Got questions about preparing for the trip, fundraising or more or just want to connect with your peers before the big trip? All entrants are welcome to join our Motoring Event Community Pages

Variety Vic Bash Entrants Facebook

Variety Victoria Brats Bash Facebook



Offline Fundraising Ideas

In addition to fundraising on your online page, you can run standalone fundraising events and add your funds raised as an offline donation in your dashboard. Here are a few ideas:

- Trivia Night/Movie Night
- Long Lunch
- Golf Day
- Cocktail Party
- Movie Night
- DIY challenge – walk, run or roll
- Karaoke Night
- Online Auction
- Garage and bake sales
- Raffles
- Bunnings sausage sizzles
- Bottle collections

Make sure you check out our **Appendix** to see detailed guides to some of these ideas!

Think about how you can make your event different with themes and activities. Don't be shy about contacting friends or businesses to see if they can donate items for you to use in raffles, prizes or auctions.

Hosting an event, whatever it may be, is a great way to boost your fundraising total. Why not combine the two by sharing your online page at your event?

Handy Hint:

If you choose to hold an event, raffles and auctions are a great way to raise funds, but there are lots of other creative ways to raise additional funds too – you could encourage people to bribe you for trivia answers, put together snack packs for people to purchase at your movie night, or golfers can give a kickback to skip a hole at your golf day.

EVERY DOLLAR YOU RAISE HELPS VARIETY – THE CHILDREN'S CHARITY CHANGE THE LIVES OF KIDS IN NEED – THANK YOU!

Donations

Variety the Children's Charity is a Deductible Gift Recipients (DGR) organisation. All donations over $2 are tax deductible, donors can deduct the amount of their donation from their taxable income when they lodge their tax return.

Using your fundraising page is the easiest way to collect donations – using your personalised web link people can make donations directly to your page and receive an instant email receipt.

Some people and businesses may prefer to direct deposit their donation to Variety directly or send a cheque.We have these details availableon later in this document!

DID YOU KNOW YOU CAN BE COVERED UNDER OUR PUBLIC LIABILITY FOR YOUR FUNDRAISING EVENT? FILL OUT THIS FORM AND EMAIL IT TO MOTORINGEVENTS@VARIETYVIC.ORG.AU TO APPLY.

Public Liability Form

Brand Guidelines

Please note that whilst Variety is here to help support your fundraising activity, the planning and organisation of it is the sole responsibility of you, the fundraiser.

Variety is the beneficiary of the fundraising event, not the organising party and we cannot help in sourcing prizes, entertainment, venues, or organise media or publicity.

If you have any questions, please reach out – we can confirm any documents you may need for your fundraising. i.e., Fundraising Letter of Authority.

It's important to remember that your fundraising event is raising funds for Variety– the Children's Charity and is not a Variety event. Recommended wording for events is 'Proudly supporting Variety - the Children's Charity.'

Variety will provide you with copies of the logo to use at your events. The logo cannot be altered in any way.

Proudly Supporting

variety
the children's charity



Wording

The charity's full name, Variety - the Children's Charity Victoria, must be used in its whole phrase for headings. The charity may be referred to as Variety in basic content, but please send all content to the Variety office for approval. Variety - the Children's Charity is not to be referred to as the Variety Club or any other name in any communications.

Colours

Red is our primary colour, and white and black are our secondary colours. Below are the exact colours to be used:

PANTONE 485	PANTONE BLACK	PANTONE WHITE
CMYK 0,95,100,0	CMYK 0,0,0,100	CMYK 0,0,0,100
RGB 226,35,27	RGB 0,0,0	RGB 0,0,0
HTML #EE3123	HTML #000000	HTML #FFFFFF

Approvals

Any marketing materials must be submitted to Variety for approval via motoringevents@varietyvic.org.au. Approval given within a couple of days in most cases and we're happy to provide you with ideas too!

Media

Reaching out to your local paper or media outlet is a great way to raise awareness of your entry into the event. On the Variety Online Portal, we have a Media Release Template available for you to download and personalise.

If you need any help, please contact media@varietyvic.org.au

Managing Finances

When organising a Fundraising event, it is your responsibility as the Fundraiser to keep an accurate record of finances, manage funds and deposit those funds to Variety. Here are a few important things to keep in mind:

- You must take reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event
- Under no circumstances should individuals open or operate a fundraising bank account in the name of Variety or Variety Victoria to collect monies raised
- 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.
- Variety is unable to issue invoices for donations, as donations are of a voluntary nature. We can provide an 'intention to donate' form, acknowledging an individual or organisation's commitment to donate (this form is often used to comply with the accounting procedures of cIf you are receiving donations at your event, it's best practice to direct them to your online fundraising page, that way everything is instantly donated to Variety, recorded against your fundraising and your donors will receive a tax-deductible receipt

Depositing Funds

As above, using your fundraising page is the easiest way to collect donations – using your personalised web link people can make donations directly to your page and receive an email receipt.

Cheques

Cheques must be made payable to Variety- the Children's Charity. All cheques need to have your Variety Event Car Number and type of payment (donation, sponsorship, meals, auction item etc.) and contact details written on the back. The cheque needs to be sent to the Variety Office for processing. If you have any questions, please contact accounts@varietyvic.org.au

Cash & Credit Cards

Variety can provide you with donation envelopes which can be used for cash or credit card donations or payments at your fundraising events. The inside of the envelope is to be filled out by the donor, collected by the Variety motoring event entrant, and returned to the Variety Office to be processed and receipts to be issued. This ensures that every person who makes a donation at your event is issued a tax-deductible receipt.

Direct Deposits

For all offline fundraising, our preferred method is direct deposit to the following accounts. Please ensure you make payments into the correct account to avoid confusion and allocate your payment with the Car # referenced.

Gift Account - For donations and fundraising

Bank: Westpac
Account Name: Variety Victoria - the Children's Charity – Gift
BSB: 033 018
Account: 260 362

General Account = For all items that incur GST (Sponsorship, Meals, Accom, etc.)

Bank: Westpac
Account Name: Variety Victoria - the Children'sCharity – General
BSB: 033 018
Account: 260 338

Remittance may be sent to accounts@varietyvic.org.au, or posted to the Variety Victoria office at PO BOX 1076, South Melbourne, VIC, 3205

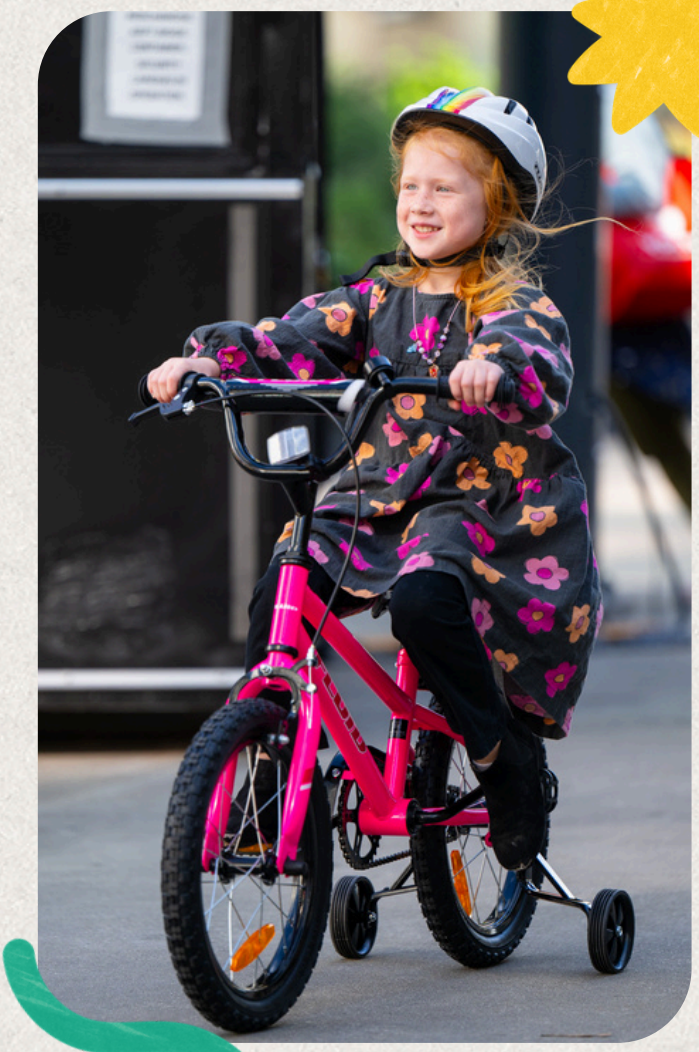
Managing Finances

Online donations

All website/online donations should go through your fundraising page or linked Facebook fundraiser.

However, if a donation is made using the donate button on our general website, we ask that they reference your car number i.e., Bash Car OV1.

Website donations without a car number reference will be presumed a general donation and will not be allocated to your motoring event fundraising.



Sponsorship and Donations - What's the difference?

Sponsorship is cash and/or an in-kind fee paid in return for rights and benefits that may be used for commercial advantage and is classed as a business relationship.

For example, a company may sponsor your vehicle, in return for advertising their company logo on your vehicle. As the company is receiving something tangible in return for their payment, it is classed as a sponsorship and is not tax-deductible.

Think about your contacts - take the opportunity to tell your business contacts and suppliers what you are doing – they may be interested in supporting you.

THANK YOU FOR YOUR SUPPORT!

Email motoringevents@varietyvic.org.au Phone (03) 8698 3900
Address H71, 63 Turner St Port Melbourne VIC 3207

APPENDIX!



BUNNINGS SAUSAGE SIZZLE

Event Application

For more than 25 years, the Bunnings sausage sizzle has provided grassroots community groups a simple way to raise funds to continue their important work in our communities.

These are a great way for you to reach your fundraising goal. Please make sure you fill in our **Event Application** to ensure insurance coverage. Do this first so we can help you with your application.

How do I apply for a sausage sizzle?
Apply in writing to the 'Activities Organiser' at your local store (ask in-store or apply **via this form**). Your application should be on Variety letterhead (ask the office to provide this) and can be mailed or emailed. Your letter should also outline what the funds will be used for i.e. helping kids living with disability or experiencing disadvantage and illness with tangible equipment and programs.

Along with your application letter, please also include a copy of your group's current Certificate of Currency (public liability). Again, the Variety office can provide on request or we can apply on your behalf.

Pricing
In response to significant requests from community groups, in July 2022 Bunnings increased the price of its community sausage sizzle in Australia for the first time in 15 years - from $2.50 to $3.50 for a sausage in bread, with or without onions. The price of drinks remains $1.50.

Free mobile payment option
Bunnings now offers a free mobile payment option. Be sure to ask your store Activities Organiser about this option once your application has been approved.

What do you need to supply?

- Minimum three volunteers
- Sausages, bread, onion, condiments, drinks
- Napkins, garbage bags, condiment bottles
- Cleaning equipment, hand wash, paper towel and detergents
- Heat proof gloves to handle the grease tray and a food grade thermometer
- Cooking utensils (tongs, spatula, knives)
- Small bottle of oil
- Cash Float (recommended $100)
- An EFT machine or contactless payment device supplied by the group can be used
- Cloth aprons and disposable gloves
- Appropriate food grade storage containers
- Coolers with sufficient ice to maintain the temperature of raw products and a thermometer to check food is at the required temperature

Supplied by Bunnings

- Stainless steel barbecue unit with gas, trestle tables and Bunnings gazebos including sandbags
- Steel sausage holder
- Fire extinguisher and fire blanket
- A-frame Blackboard to display your group name, prices and the cashless options
- Free mobile payment facilities
- Fresh water-filled container for hand washing and cleaning utensils plus cleaning products

CHARITY EVENT/LUNCH/DINNER

Plan

- Where are you going to host your event?
- Consider the catering packages they are offering.
- Make sure you compare venues to get the best outcome.

Pick a date and time.

Check there are no other events on this weekend that might interfere with your event.

Where are you going to sell your tickets?

We recommend using online ticketing platform such as Eventbrite.

How will you promote your event?

- Make a public Facebook event to help promote your event.
- Send emails to your networks.
- Share in the motoring event community Facebook groups.

Will you have entertainment and a host at your event?

- Make sure you have all the right equipment that you might need for any entertainment.
- Ask some local bands/DJs/artists if they will donate their time to perform at your event.

Things to consider

- Increase your fundraising by adding sponsorship or extra fundraising initiatives.
- Check out our "Ask for donations/sponsorship guide".
- Source prizes for a raffle or an auction.
- Be sure to create a task sheet and a run sheet for everyone who is helping organise the event.
- Events can he high cost and require a non-refundable deposit

What's the next steps?

Once you have decided you want to host a charity lunch/dinner, let us know. We can support you by:

- Proofing flyers or provide you with a template.
- Supplying you with signage, most will need to be collected and returned to the Variety office.
- We can supply you with certificates of appreciation to send to all businesses who have donated prizes.

Please make sure you fill in Event Application to ensure insurance coverage.

Event Application

HOW TO ASK FOR DONATIONS AND SPONSORS

Plan
Compile a list of individuals or companies who you feel are suitable and who you would like to approach for donations and sponsorships. Start by talking to people and businesses that you know!

Research your target and the competition - do they support other charities?

List the advantages for the individual/company to become a supporter of your cause. What level of support are you willing to offer in return for their contribution? Have a think about what you might be able to offer them in return.

For example: an opportunity to promote their business at your event or on your social media platforms, signage on your car, bumper stickers and more.

Step by step

1. Make initial contact with the individual / company and provide them with an overview of Variety – the Children's Charity and your reason for fundraising.
2. Arrange a time to meet and discuss opportunities. Make sure you have all the relevant paperwork that you might need.
3. This might include a proposal which outlines the event, the promotion and the benefits. Only include benefits you know you can deliver!
4. Reiterate the Variety - The Children's Charity cause that you are supporting and provide information about Variety's need.
5. Sell the advantages to the individual/company – why should they support you.
6. Make the ask and discuss various opportunities available.
7. Finalise and agree on all details of the donation/sponsorship and then follow through with it in writing.
8. You must provide the benefits you agreed on.
9. Thank your supporters on the day of the event and after the event.
10. Don't forget to follow up with the total funds raised for Variety - the Children's Charity.

HOW TO HOST A SILENT AUCTION

Plan

- Where are you going to hold your silent auction? This could be at an event or online.
- Contact local businesses to donate prizes.
- How many prizes are enough? More is not always better – it depends on the numbers at your event and whether you are running a raffle at all – lots of bids on a few items rather than one bid on many items will be more profitable.

Check out our guide on how to get donations and sponsors for some guidance.

On the Day

- Items are laid out on display with a bid sheet in front of each item.
- A designated start and finish time is set for the Silent Auction.
- Bids are written down, including the person's name, contact details and their bid.
- Competing bids should be in at least $10 increments (this can be set higher if appropriate).
- The person with the last bid written on the sheet at the time of closing the Silent Auction is the winner and is charged the amount they bid.
- It is ALWAYS easier to get the money off the bidders on at the event, rather than trying to chase them later – you should not give the prize over until you have received your payment.
- Always send thank you letters and certificates to the organisations and businesses who have provided you with prizes.

Click here to download templates for silent auction bid sheets and display sheets.

HOW TO HOST A TRIVIA NIGHT

Plan

- Where are you going to hold your trivia night? You could host it online or at a venue. Pick a date and a time for your trivia night.
- Who is going to be your Quiz Master/trivia host?
- What is going to be your prize? Check out our guide on how to get donations and sponsors if you want to ask businesses for prize donations.
- How are you going to promote your trivia night? You could promote it on social media or posters.
- Will there be a ticket cost?

Things to Consider

Quiz Masters will most likely supply their own equipment including questions, PA systems, answer sheets and stationery.

This will allow you to focus on getting people through the door. A fee may be required, but this can be negotiated directly with the Quiz Master.

Add a theme to the event and include prizes for best dressed individuals or teams. This is a great way to add a bit of colour and excitement to the night.

When looking for prizes, decide what you can offer local businesses before asking them to donate a prize.

Consider something like a flyer on each of the tables, a display of signs on the night, acknowledgement when presenting prizes, or a logo on the Facebook event page.

Please make sure you fill in Event Application to ensure insurance coverage.

Event Application

CONTAINER DEPOSIT SCHEME

Victoria's container deposit scheme, CDS Vic, is set to start in November 2023. The scheme will reward Victorians with a 10-cent refund for every eligible can, carton and bottle they return.

How does it work?

- You purchase a drink/collect cans/bottles/cartons
- You return your empty drink container to a refund point. With 600 refund points planned across Victoria, you can choose a location that is convenient for you.
- You receive a 10-cent refund for every eligible container you return. Once you have your funds you can donate online to your fundraising page and receive a receipt.
- Your returned container is given a new lease on life. The material is recycled and remanufactured into a new product, saving it from landfill or littering the environment.

What can I get refunds for?

Plastic soft drink bottles, glass beer bottles, soft drinks and alcohol sold in cans, and small fruit juice cartons.

Eligible containers include:

- Non-concentrated fruit or vegetable juice
- Flavoured milk
- Beer
- Soft drink
- Mixed spirits

How do I transfer my funds to Variety?

The best way to allocate your funds to Variety and ensure it is allocated to your Team, make a self-donation to your Fundraising page.

Where can I return my items?

There will be a variety of ways to return your drink containers – a full list will be available on the Vic Gov website - including:

- reverse vending machines
- depots
- over-the-counter collection points, and
- mobile or 'pop-up' refund collection points.

More info on the container scheme

TRADE PROMOTIONS IN VICTORIA

Game of Skill or Game of Chance?

If you are considering competitions in your fundraising read on!

Games of Skill are promotional activities whereby the winner(s) are determined by some sort of skill-based mechanic (e.g. entrants submit an answer to a promotional question which can then be judged in order to determine a winner). This requires entrants to be heavily involved with your brand and your promotion and works best to engage with existing, loyal customers.

Games of Chance are promotional activities whereby the winner(s) are determined by some sort of chance-based mechanic, such as a random prize draw or an instant win type competition (e.g. scratch cards, online instant win promotions). This type of promotion has a lower barrier to enter and works well for both attracting new supporters and engaging with existing supporters.

A game of skill does not require a permit in Victoria. For more information on Trade Promotions, please visit this link here.

Trade Promotions link

RAFFLES

Tips for running a raffle

Plan

- Think about what your prize/s are going to be.
- How will you sell your raffle tickets?
- You can sell your raffle tickets in person or online.
- We recommend RaffleTix as an online raffle platform.
- Where are you going to sell your raffle tickets? Consider selling raffle tickets in your workplace, local shops or at an event.
- How much are you going to sell your raffle tickets for?
- Bundle your tickets together to sell to encourage people to spend more. For example, tickets are $2 each or 3 tickets for $5 or 7 tickets for $10.
- What is the timeframe your raffle tickets are going to be on sale?

Things to Consider

It is important to consider the rules and regulations when it comes to running a raffle. A good source of information is the Victorian Gambling and Casino Control Commission website, here, which outlines all the requirements for all raffles.

In Victoria you are required to have a minor gaming permit is required if the total prize value of the raffle exceeds $20,000.

To apply for a permit for a raffle with a prize pool more than $20,000, download the form here.

And for raffle FAQ's visit this link, here

On the next page, we've included a handy table that outlines the requirements to run a raffle.

Victorian Permit Form

FAQ's

	$500 or less	$20,000 or less	Over $20,000
Is the number of tickets available for sale limited?	Yes, the total value of tickets available for sale must be not less than twice, and not more than six times the total value of the prizes.	Yes, the total value of tickets available for sale must be not less than twice and not more than six times the total value of the prizes.	Yes. It must not exceed the number authorised by the permit.
Are we required to have printed tickets?	No.	Yes.	Yes.
Do we need to collect ticket purchaser's details?	No.	Yes. Ticket sellers should obtain enough information to be able to identify the winners.	Yes. Ticket sellers should obtain enough information to be able to i dentify the winners.
How long can we sell tickets for?	One day, or within an eight-hour period.	Maximum of three months. A minor gaming permit will be required if the period exceeds three months.	For the period authorised on the permit. A permit will not be issued for a period exceeding 12 months.
When does the draw have to occur?	On the same day as the ticket sales, or within an eight-hour period.	On the date printed on the tickets, which must not be more than 14 days after the date of the last ticket sales.	On the day authorised by the permit.
We cannot locate the winner, what should we do?	If a winner does not come forward within a reasonable amount of time following the announcement of the winning number, a redraw must occur.	Contact the VGCCC by phone on 1300 599 759.	Contact the VGCCC by phone on 1300 599 759.
We cannot locate the winner, what should we do?	If a winner does not come forward within a reasonable amount of time following the announcement of the winning number, a redraw must occur.	Contact the VGCCC by phone on 1300 599 759.	Contact the VGCCC by phone on 1300 599 759.


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