

Fundraising Information Pack



Thank you for choosing to fundraise for AQ.
You are making an incredible difference to the lives
of autistic children and adults.

Overview



Considering fundraising for AQ? Fantastic!

This booklet serves as your comprehensive guide, unveiling the impactful work we do and shedding light on how your support directly transforms the lives of autistic and neurodivergent individuals we partner with. Within these pages is a roadmap for success, offering insights on kick-starting your fundraising events and effectively promoting your extraordinary efforts within the community.

From effective strategies for engaging your community to practical tips for online fundraising, we've got it all covered. Whether you're seeking online donations or rallying your local community for support on the day of your event, we have you covered. As you navigate its contents, you'll find valuable resources and downloadable content to amplify your fundraising endeavours!



Thank you for supporting AQ. Please reach out to our friendly fundraising team for further support and resources.
fundraise@autismqld.com.au

[AQ Website](#)

[AQ fundraising terms and conditions](#)



About us

Autism Queensland is the peak provider of specialist autism services in Queensland. We are also the oldest, having operated since 1967, and deliver a comprehensive range of education, therapy and support services for autistic people of all ages, their families and communities.



How your support helps

We are dedicated to providing a life of participation, opportunity and choice for autistic children and adults. Demand for our quality, evidence-informed education and therapy services grows each day. Funds raised, help us provide the resources and facilities required to ensure we continue to deliver these vital services to everyone who needs them.



Autism Queensland

AQ has been supporting autistic people for over 56 years. As the peak autism body, we provide ourselves on statewide service delivery and strive to support the development of every persons potential.

Allied Health & Diagnostic Assessments
AQ School
Early Action Early Childhood Services
Employment Services
Inclusion Consultancy Services
Individual Therapy & Therapy Groups

Mental Health Services
Professional Learning & Parent Education
School Advisory Service
Specialist Behaviour Support
Supported Independent Living
Vacation Care

Getting Started

There are endless ways to fundraise for AQ! Consider ideas that align with your personal style, interests, and the time you can dedicate. Choose an activity that is enjoyable for you, as your enthusiasm will inspire others to rally behind you and lend their support. Once you've got your event idea ready to go, if you have not done so already, please register to fundraise online.

Activity Ideas



Curate a collection of items or experiences for an online auction.



Organise a community cake stall where individuals can contribute homemade treats. Sell the goodies at local markets, schools, or online.



Collaborate with local businesses to organise a workplace challenge, such as a team-building event or a friendly competition.



Encourage participants to set fitness goals (e.g. running a certain distance, doing a set number of push-ups) and seek sponsorships for their achievements.



Arrange a craft workshop where participants pay a fee to learn a new skill or create something special.



Collect donated books and organise a sale at a local venue.



Ask your workplace, or your child's school/kindy to hold a free-dress day where everyone brings a gold coin donation.



Hosting an Event

You can host any type of event. Here are some ideas to get you started!

Event Ideas

- ♥ Colour Run
- ♥ Dance-a-Thon
- ♥ Trivia Night
- ♥ Gourmet Dinner
- ♥ Car Wash Fundraiser
- ♥ Charity Golf Tournament
- ♥ Community Garage Sale
- ♥ Talent Show
- ♥ Games Night

TIP: Raffles are an excellent and fun way to raise extra funds at your event. Don't be afraid to reach out to local businesses for prize donations; they are often happy to help a good cause! For terms and conditions on holding a raffle [click here](#).



Here are some helpful suggestions to consider when planning or organising your event.

- ♥ Venue and catering
- ♥ Permits if applicable
- ♥ Sponsorship
- ♥ Budget
- ♥ Admission cost
- ♥ Entertainment
- ♥ Possible themes
- ♥ Advertising
- ♥ Ticket sales



Spread the Word

To begin promoting your fundraising event, or activity, always start with your nearest and dearest! Your family and friends are often your biggest supporters.

Additionally, you can jump start your fundraising endeavours by donating yourself. This not only sets a positive, and exciting tone for your event/activity, but also demonstrates your personal commitment.



Email

When fundraising for a cause that means something to you, the more personal the better. Start by emailing or calling close family and friends, to let them know about your exciting venture! Once you have some traction, begin promoting your event to your wider community, such as colleagues, local businesses, clubs, schools and cafes.



Topics to cover

Why are you fundraising for AQ?

If you have a personal connection, or passion for supporting AQ, be sure to share this with your community. Explain why you have chosen to fundraise for AQ and your connection to the organisation. After-all, this is the most important part of your event.



Event Details



Link to your online fundraising page



Raffles + prizes to be won - if applicable.

Social Media

Now, let's aim for a larger and more impactful approach! Utilizing social media is an excellent means to connect with a broader audience.

Tips

- ♥ Use images + videos
- ♥ Always provide a link to your fundraising page
- ♥ Share your story
- ♥ Ask people to share your event / activity
- ♥ Thank your supporters along the way
- ♥ Have fun with it!
- ♥ Tag us @autismqld



Resource centre

Click on the link above to visit our resource page to find social media tiles, images, and “proudly supporting AQ” logos that you can use to promote your event.



Posters

Posters are an excellent way to promote your event within the community! Below are posters designed by us, to assist you in promoting your event, however, as always, please feel free to get creative and make your own! Read AQ Terms and Conditions when creating your own marketing material.

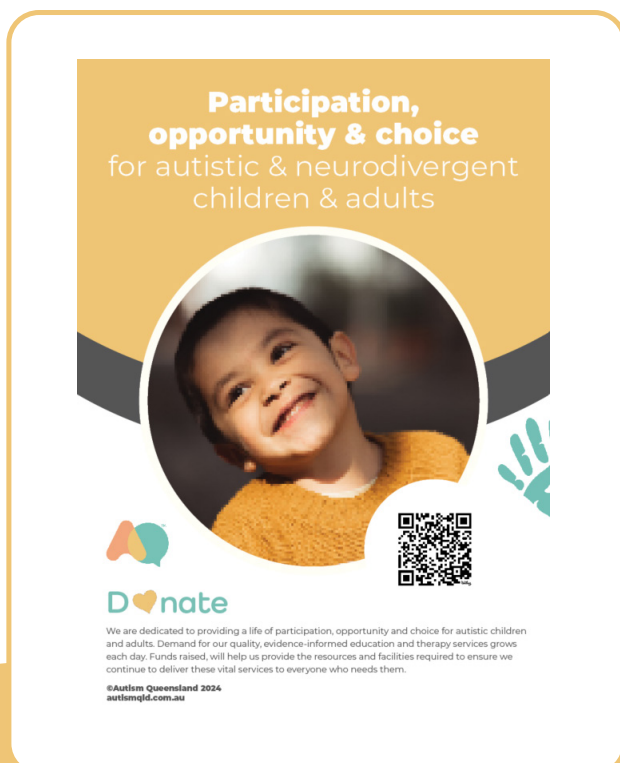


Where to display them

- ♥ Local cafes
- ♥ School noticeboards
- ♥ Shopping centre notice boards
- ♥ At your work
- ♥ Local shops / businesses
- ♥ Gym / clubs

Download these posters

+ many more!



Managing Funds

Online donations

If you have set up an [AQ fundraising page](#), all online donations made to your page will be automatically receipted (how easy!). These funds will be transferred to AQ in your name, added to your grand total, and displayed on your page online!

Offline donations

As the fundraiser, if you receive any donations offline, you will need to maintain financial records and ensure the timely deposit of those funds to AQ. Any fundraising activity you undertake will be conducted in your own name and is the sole responsibility of the fundraiser.

The serious stuff...



It is a requirement that you keep accurate financial records of your event or fundraising activity. This means keeping accurate records of expenses, income sources, banking details and raffles on the fundraising record form provided.



The proceeds of the fundraising activity and fundraising record form should be forwarded to AQ within four weeks of the conclusion of the event/ fundraising.



AQ cannot pay any expenses associated with your event/ fundraising activity, nor can we be liable for any losses incurred if your event/ fundraising is cancelled for any reason or does not break even.



You, the fundraiser, must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion (no more than 30% of total income) of the gross proceeds obtained from the event.

[Full terms and conditions](#)



Depositing Funds



Direct Deposit

Autism Queensland Bank Account Details

Name: Autism Queensland Ltd

Bank: Westpac Bank

BSB: 034 109

Account: 130277

Reference: Community Fundraising Donation

Cheque

Autism Queensland Limited

Fundraising Department

PO Box 354 Sunnybank QLD 4109



Thank you



We thank you for your efforts in fundraising for AQ. Thanks to your support, our therapists and educators can continue to develop evidence informed services and supports for autistic people of all ages, equipping them for a life of participation and inclusion.

If you would like to make a formal cheque presentation to AQ, we would be happy to discuss this with you! subject to availability.