



Fundraising for AQ

Information Booklet

Welcome



About AQ

Autism Queensland (AQ) is Queensland's leading autism organisation, providing specialist education, therapy, employment, and community services **since 1967**. As the **state's Peak Body**, we drive advocacy, innovation, and inclusion, ensuring autistic Queenslanders of all ages have the support they need to thrive.

Contact Information

Contact the AQ Fundraising team via phone or email:

 **Email:** fundraise@autismqld.com.au

 **Phone:** (07) 3273 0000

Your Impact

We are dedicated to providing a life of participation, opportunity, and choice for autistic people of all ages across the state. Funds raised help us provide these services and supports, resources, staffing, and facilities required to deliver them. Every donation makes a lasting and meaningful impact. So thank you for joining us on this journey!



Scan or click QR code to read Autism Queensland's Fundraising Guidelines.



Scan or click QR code to get started with your fundraising journey.



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Getting Started

There are endless ways you can make a meaningful and lasting impact through fundraising.

Hosting an event or activity

Make it easy for you! You know your community best, so choose an activity or event that's going to be enjoyable for you. Your enthusiasm will inspire others to rally behind you and lend their support!

Events & activities you might consider:

- Collect donations from friends, family, work, or community group.
- Hold a raffle using donated goods from local services or businesses.
- Organise a bake sale and sell homemade treats at local markets, school, or work.
- Host a free dress day or gold coin donation day.
- Get your mates together and host a trivia or games night.
- Curate a collection of items or experiences and host a silent or online auction.
- Conjure community spirit with an activity challenge at your local gym.
- Ask friends and family to “sponsor” you for an activity or challenge.
- Host a community BBQ and collect donations.
- Place a donation tin at your local cafe or work lunch room.
- Host a fancy gala or cocktail evening with your corporate partners.

Important things to remember or consider when planning an event:

- Permits and licenses, insurance, and abidance of applicable laws.
- Venues, catering & entertainment (ask local businesses to donate their services).
- Admission costs or ticket sales to increase donations.
- Budget restraints, planning logistics, and promotion/marketing.

Spread the word

Share your activity or event with your community, online or in person. The best way to do this is to tap into your personal contacts (friends, family, social media followers, school, work, gym, your local cafe or business, etc). Your family and friends are often your biggest and easiest supporters!

Tell your community why you're fundraising and the impact you are making. This is the most important part of the journey and the reason your community will support you.

Ways you can promote your event:

- Message your friends and family.
- Social media (spread the word far and wide).
- Email your work colleagues or business contacts.
- Share the link to your online fundraising page.
- Display posters or donate QR codes at your local cafe, gym, school, shopping centre noticeboards, work, sporting club, or other business.

Ready-to-go downloadable resources

To help you start your journey, we've created some useful resources to get your started promoting your event! Download our social media images, fillable event posters, and autism resources now to get started.



Scan or click QR code
to access and download our
promotional resources!

Managing funds & donations

Online donations

Register your fundraising event online via our website. Donations you collect via your fundraiser page will be automatically receipted and deposited to Autism Queensland... how easy!

You can use this page to link donors to your event or create a QR code to collect donations with ease!



Scan or click QR code to get started with your fundraising journey or make a donation online.

Register your fundraiser online via our website to easily track and collect your donations!

Offline donations

As the fundraiser, donations you receive offline will need to be tracked manually. You will need to maintain financial records and donor information in order to receive donation receipts (if requested). It is important you deposit funds to AQ timely after your event or activity. How you choose to deposit these offline donations to AQ is up to you! We accept payments online via the website, direct deposit, or via cheque.

Direct Deposit

Name: Autism Queensland Ltd

Bank: Westpac Bank

BSB: 034 109

Account: 130277

Reference: Community Fundraising

Cheque

Address:

Autism Queensland

Partners & Marketing Team

PO Box 354 Sunnybank

QLD 4109

The serious stuff...

It is a requirement you keep accurate financial records of your event or activity (expenses, income sources, banking information, raffle sales). You can do this using the fundraising record form. Email fundraise@autismqld.com.au for access to this form if fundraising offline.

All proceeds of your fundraising activity (and record documentation) should be forwarded to AQ within 4 weeks of the conclusion of the event.

AQ cannot pay for any expenses associated with your event, nor provide liability for any losses incurred.

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



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read Autism Queensland's
Fundraising Guidelines.

Thank you!

We thank you for your efforts fundraising for AQ and making a meaningful and lasting impact. Thanks to your support, we can continue to provide life-changing services and supports for autistic Queenslanders of all ages.

If you would like additional support, have any questions, or would like to arrange a formal cheque or donation presentation, please email: fundraise@autismqld.com.au



A life of participation, opportunity, and choice.

Autism Queensland is here to help.
Reach out if you have any questions: fundraise@autismqld.com.au