



A guide to being a

HUTT ST HERO

Community Fundraising
Toolkit

Hutt St Centre

end homelessness



About Hutt St Centre

Hutt St Centre is a place of connection and support, where people facing homelessness are empowered to rebuild their lives, rediscover their identities and reconnect with those who love them.

We walk alongside people on their journey toward homefulness, a word we use to describe the feeling of safety, control and confidence that comes with having a place to call home.

When people walk through our doors we help fulfil their immediate needs, like a shower, a meal, and a charged phone, while our 20+ visiting services provide support ranging from medical check-ups to financial counselling.

And with a focus on the future, we connect people with housing, education and employment opportunities to build the skills and confidence to change their circumstances for good.

We believe in a society that grants all people an equal chance to live a full life. And until that happens, Hutt St Centre will continue to be the voice for systematic change.



Ways you can help

Host your own event

A fundraising event is a whole lot of fun and harnesses the power of community support to make a difference. It can be as big or small as you want it to be, and extra activities such as games, raffles and auctions can help increase your fundraising. Favourite examples include a dinner party, quiz night, art exhibition - the list is endless so be creative!

Challenge yourself

Setting a personal challenge with a fundraising target is a great way to fundraise. Ask your friends and family to sponsor you to go without something or set yourself a fitness challenge. Keep supporters updated on social media with your challenge progress and the reason you're fundraising to encourage donations.

In lieu of gifts

If you're done with receiving endless indoor plants, fun socks, slow cookers, whatever it might be - why not ask your friends to donate to Hutt St Centre in lieu of birthday, wedding or Christmas presents? Will you ask your friends and family to give generously for an end to homelessness this year?

Bake sale or casual day at school

A fun - and potentially tasty - way for children (and parents) to get involved. Fire up the oven, tie on an apron and get baking, or have everyone bring along a gold coin for casual clothes day. A bake sale is also great for your workplace, or community sports club.

Or come up with something new

We LOVE hearing about creative fundraising ideas!

Past Hutt St Heroes

Riley and Ben's 52km walk to Hutt St Centre

9 year old Riley and dad Ben walked for over 12 hours from Williamstown to Hutt St Centre, enduring rain and mud. Riley's parents shared the walk with friends and family on social media, and raised over \$5,000 for people in South Australia experiencing homelessness.



Nina's bake sale to end homelessness

On a freezing cold winter day, Nina held a bake sale. With support from her mum, Nina planned the stall, baked plenty of goods and through sales and generous donations from the local community raised over \$100 for Hutt St Centre.



Planning Institute of Australia Trivia Night

In 2021 and 2022 the Planning Institute of Australia held a quiz night and have raised nearly \$3,000 for Hutt St Centre! They engaged sponsors, prizes and activities to have plenty of fun and raise support for people doing it tough.



How to get started

Step 1 Consider how you'd like to fundraise for Hutt St Centre. Think about the kind of event or activity you would like to organise and what resources you will need. Get creative! We find that sometimes the most unique and interesting fundraisers are the most successful (and fun!).

Step 2 Next you'll need to register your fundraiser with us. This can be done online by setting up your personal online fundraising page, or by completing the form at the end of this guide and sending it to events@huttstcentre.org.au. Once we have received your application, we will send you a letter of approval and you can get started!

Step 3 Time to get organising! Make sure you communicate and let people know what you're doing and why it's important to you. Social media is a great way to reach your networks and get the word out.

Step 4 Now is the time to run your fundraiser! Make sure you have a couple of helpers if you're running a big event, and don't forget to have fun!

Step 5 Tell us how it went! Now that your event or activity is done, we'd love to hear about it. Don't forget to tag Hutt St Centre in any photos you post on social media, too.

Step 6 If you have created your fundraiser online, the funds will automatically come to Hutt St Centre. If you haven't set up an online fundraising page you will need to contact us so we can arrange the best way for you to make your donation.

Step 7 Be proud that you have helped to advocate for and empower people at risk of or experiencing homelessness, supporting them to rebuild their lives on their pathway to homefulness - and don't forget to thank the people who supported you!

Register your fundraiser

Contact Name:

Organisation (if applicable):

Email Address:

Postal Address:

Phone Number: Date of Birth:

Are you over 18?

*You can still fundraise for us if you're under 18 but you will need a parent/guardian to complete the registration form on your behalf.

Yes No

Have you fundraised for us before?

Yes No

Name of Fundraising activity or event (if applicable):

Date of proposed activity or event: / /

Description of your activity or event? What type of activity/event and how funds will be raised?

e.g. Running 5km every day for one month and asking friends and family to donate.

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What is your fundraising goal?

Terms & Conditions

Hutt St Centre Fundraising Agreement

Thank you for supporting Hutt St Centre – your support will help us continue to provide essential and wellbeing services for people at risk of or experiencing homelessness in South Australia.

1. The 'organiser' is defined as the individual, group, or organisation fundraising on behalf of Hutt St Centre. The applicant must be solely accountable for organising and managing the fundraising activity or event and ensure it is carried out in a responsible and appropriate manner.
2. The organiser must hold an approval to fundraise issued by Hutt St Centre as required by the Australian Government under the Collections for Charitable Purposes Act (1939). The organiser is not permitted to fundraise on behalf of Hutt St Centre before they have received this approval. The organiser will be notified by Hutt St Centre when their fundraising activity or event has been approved/registered. Please ensure your fundraising activity or event complies with the relevant legislations and regulations surrounding fundraising.
3. All fundraising activities are to be conducted in the name of the organiser and are the sole responsibility of the organiser.
4. Hutt St Centre is not able to assist in the coordination of any fundraising activities or events. Hutt St Centre is unable to distribute promotional material, or provide any goods or services to assist in the running of your fundraising activity or event.
5. Usage of the Hutt St Centre logo on promotional material must be approved by Hutt St Centre prior to distribution. This applies across all promotional media, regardless of medium. (Please contact events@huttstcentre.org.au with your proposed content to be considered for approval).

Terms & Conditions

Hutt St Centre Fundraising Agreement

6. Hutt St Centre must be referred to by its official brand name, 'Hutt St Centre' without a preceding 'the' and using the abbreviated form of Street.
7. Event organisers must clarify that they are raising funds on behalf of Hutt St Centre, rather than naming Hutt St Centre as the organisation running the activity or event.
8. It is the responsibility of the organiser to ensure their fundraising activity or event meets appropriate safety standards, and that public liability insurance and first aid facilities/personnel is sought where necessary.
9. Hutt St Centre is not liable for any damages or medical expenses incurred during a community fundraising activity or event.
10. The organiser is not permitted to approach members of the general public with door to door, street, or telephone collections as part of their fundraising activity or event.
11. Hutt St Centre reserves the right to withdraw approval on a community fundraising activity or event at any time if terms and conditions have been breached, and/or the organiser is damaging the reputation of Hutt St Centre.
12. All media material and press releases must be approved by Hutt St Centre prior to circulation. Please allow five days for approval and we are happy to discuss any ideas you may have.
13. Loan of Hutt St Centre's promotional material are approved on a case by case basis. Any promotional material borrowed from Hutt St Centre, must be collected by the organiser and returned within 7 days from the conclusion of the fundraising activity or event. Items to be collected from 261 Halifax St, Adelaide, between our office hours Monday to Friday 9am-4.30pm.
14. Organisers are required to send all proceeds raised to Hutt St Centre within 14 days from the conclusion of the fundraising activity or event.

Thank you for
being a

**HUTT ST
HERO**



and helping
~~Hutt St Centre~~
end ~~homelessness~~