

## **Volunteer Fundraiser**

### **Our Mission**

Following Jesus Christ, The Leprosy Mission strives to break the chains of leprosy, empowering people to attain healing, dignity, and life in all its fullness.

### **Position**

You love reading Paul's exhortations to the Macedonians to encourage them to fundraise. You know what a difference a few dollars can make to some affected by leprosy.

You want to help break the chains of leprosy by raising money to empower people affected by leprosy.

### **Tasks**

This is a role with a great deal of opportunity around what you can do. It can range from you holding a Morning tea and inviting people to come, and collecting a gold coin from everyone, to speaking at events, to holding gala dinners to raise money. In fact you could do any, all or something entirely different.

We certainly have suggestions: bake sales, events, selling jam – asking people for money! But this is a role which would suit your own take, and your own creativity.

### **Skills**

*Essential:*

A love for Jesus, and a love for people affected by leprosy.

At least one way to communicate with: post, phone or email.

An ability to keep track and record the money you raise.

### **Setting**

You will be volunteering within your local community

### **Schedule and commitment.**

You are able to determine your own hours with this. If you are organising an event that will take a little more time, and be a bit busier around that period. Depending on what you do it will probably be about 3 -5 hours a month commitment.

See Appendix.

### **Training and supervision**

A phone call with the Engagement coordinator to discuss the role.

Any training you think you would like we will provide.

You will also receive regular updates from The Leprosy Mission

### **Screening**

Child Protection Policy

Volunteer Policy

Child Protection Code of Conduct

TLMA Code of Conduct

Fundraising Policy

Fundraising Letter of Authorisation

## **Appendix: Volunteer Fundraising**

### **What is expected of me as a Volunteer Fundraiser?**

You may be part of a team of volunteers or you may be taking up the challenge on your own.

Expectations of your role as a fundraiser will vary according to the extent you wish to become involved.

The Australian Government has laws around fundraising that TLMA has to comply with. TLMA is a member of ACFID (Australian Council for International Development). This is a regulatory body that ensures financial integrity and transparency in fundraising and dispersal of donations. For this reason a person or group who is fundraising using the TLMA name is required to comply with certain policies and procedures. Not everyone who fundraises to help people affected by leprosy is required to go through an authorisation process. Authorisation simply means that you are legally accredited to collect funds on behalf of TLMA. Some people just hold one event such as an afternoon tea like a Cuppa For a Cure at their church with the donations going to TLMA. This just requires the one off letter of authorisation which is provided with the pack

### **Holding One event like Cuppa for a Cure**

You can hold any type of single/one-off event at any time in any place with the proceeds going to help those affected by leprosy. You may be individuals or groups. We will send you a letter of authorisation

You can send the funds to TLMA by your way of preference. The easiest way to is to deposit the funds into the TLMA account through the local bank. All you need to do is either call or send an email to let the office know of your deposit. This way we can send you the correct confirmation of the money received along with a thank you.

If you would like to hold an event and would like some suggestions and/or resources to help you, please call the office on 1800 537 767.

### **Holding events more frequently (3 times or more a year)**

There are those who individually or as a group wish to commit to holding regular events and speak on behalf of TLMA. This can be individually or as a group member. Authorised

Fundraisers and Volunteer Representatives are required to be approved by TLMA, and therefore you are asked to call the Engagement Coordinator to discuss if this is for you and what is the way forward. You will be asked to comply with the various policies that declare the standards required by anyone who is representing TLMA. You will be sent policies for signing and returning to TLMA. Once this has been returned you will be sent an identification badge and be authorised to collect funds.

This is if you wish to hold events 3 times or more.